

SCHEDULE OF SERVICES AND CHARGES (NON CLIENTS)

Prices are exclusive of GST.

Photocopies and printing

A4 BW single sided	\$0.20
A4 BW double sided	\$0.40
A3 BW single sided	\$0.60
A3 BW double sided	\$1.20
A4 Colour single sided	\$0.80
A4 Colour double sided	\$1.60
A3 Colour single sided	\$2.40
A3 Colour double sided	\$4.80
Scanning	\$0.20

Additional secretarial rates also apply if you would like reception to manage your print requirements.

Secretarial Services

Including word processing, excel spreadsheets, data entry, collating meeting papers, proof reading, mail merges, setting up document templates

\$35 per hour plus relevant print charges

Laminating – business card	\$1.15
Laminating – A5	\$1.25
Laminating – A4	\$1.50
Laminating – A3	\$2.50
Binding	POA
Faxing local (per page)	\$1.00
Faxing country/interstate (per page)	\$2.00
Fax overseas (per page)	\$3.00
Fax received (per page)	\$0.20

Multimedia

Burn to CD	\$6.00
Burn to DVD	\$7.00
Re-writable media	\$2.00 additional
Printed label	\$2.00 additional

Meeting facilities

Meeting room seats 8 and includes:

- TV with VGA and DVI port for computer presentations
- Whiteboard
- Natural light

Room hire	First hour of meeting is free
2 to 4 hours	\$20.00 per hour
4 hour meeting	\$50.00 per meeting
5 to 7 hours	\$50.00 plus
8 hour meeting	\$100.00 full day
Catering	POA as required