

SBS Tariff for Services

	Service	Minimum Charge	Charges	Packages
while you wait	Internet Use <i>For up to 15 minutes (includes free cup of coffee or up to 10 black & white prints)</i>	£1.50	75p per 15 mins	£25 unlimited per month
	Photocopying B/W <i>Only applies to copies taken from hard copy - not downloaded from digital sources - see 'download & print below'</i>	20p	A4 5p / A3 10p	n/a
	Photocopying Col <i>Only applies to copies taken from hard copy - not downloaded from digital sources - see 'download & print below'</i>	50p	A4 50p / A3 £1.00	n/a
next day services	Laminating <i>(Please be aware of min. charge - eg. you may as well have 6 x c/card size)</i>	£3.00	A3 £1.50, A4 £1, A5 75p, C/Card 50p	n/a
	Spine Binding <i>Suitable method for up to approximately 0-50 pages - includes card back and acetate cover sheet if required</i>	£1.50	£1.50 per book	n/a
	Comb Binding <i>Up to approx 200 pages possible - includes card back and acetate cover sheet if required</i>	£3.00	£1.50 per 0-50 pages	n/a
same day services - subject to workload	Typing <i>For 1 page of A4 (regardless of copy length and based on fontsize 12/14 pt and standard margins)</i>	£7.50	£7.50 1st page / £5 pp thereafter	n/a
	Faxing (UK) (send) <i>3 Pages total transmitted includes Cover Sheet (which we can provide if required - confirmation page also provided on request FOC)</i>	£1.50	£1.50 1st 3 pages / 25p pp thereafter	n/a
	Faxing (International) (send) <i>3 Pages total transmitted includes Cover Sheet (which we can provide if required - confirmation page also provided on request FOC)</i>	£3.00	£3.00 1st 3 pages / 50p pp thereafter	n/a
	Fax (UK & Int) Receive <i>By prior arrangement only - 3 Pages (total received including cover sheet) - Receiving number: 01737 222744</i>	£1.50	£1.50 1st 3 pages / 25p pp thereafter	n/a
	Scan & Save <i>Scan charge is per scan to have saved on a memory stick or disc provided by customer (nb. scanning multiple images is less expensive)</i>	£1.50	£1.50 <= A4, £3 <= A3, + CD fee (opt)	n/a
	Scan & Email <i>Scan charge is per scan to have forwarded by email with subject line only (no message) (nb. scanning multiple images is less expensive)</i>	£1.50	£1.50 <= A4, £3 <= A3, + Message Fee (opt)	n/a
	Download & Email <i>Download 1 image or file from disc or website and have forwarded by email with subject line only (no message)</i>	£1.50	£1.50 per 3Mb + Message Fee (opt)	n/a
	Download & Print <i>Download 1 image or file from disc or website and have printed (10 x black & white copies or 1 x colour A4)</i>	£1.50	£1.50 + extra copy charges (opt)	n/a
	Email & Save (Rcv) <i>Receive 1 email and have saved on a memory stick or disc provided by customer</i>	£1.50	£1.50 per 3Mb + CD Fee (opt)	£10 (up to 10 messages)
	Email & Print (Rcv) <i>Receive 1 email and print out, up to 10 black & white prints or 1 colour print A4</i>	£1.50	£1.50 + extra copy charges (opt)	£10 (up to 10 messages)
	Email Send <i>Including 50 word message typed from copy supplied</i>	£1.50	£1.50 1st 50 words / 50p per extra 0-50	£10 (up to 10 messages)
	retained	Call Answering <i>Receive up to 10 phone calls within any 30 day period, answering generically ie. 'can I help you' and message passed on by email, mobile or hard copy to be collected</i>	£15.00	1st 10 calls / £10 per extra 0-10 calls
Dedicated Call Answering <i>Receive up to 10 phone calls within any 30 day period, answering specifically ie. ' company name can I help you' and message passed on by email, mobile or hard copy to be collected</i>		£25.00	1st 10 calls / £10 per extra 0-10 calls	Pay for 10 mths get 2 free
extras	CD Fee <i>Non Re-Writeable CD in a Hard Case</i>	£1.00	£1.00	n/a
	Message Fee <i>As part of a Scan & email or Download & email</i>	50p	50p per 0-50 words typed in an email	n/a
services by the hour	Business Set-up Advice <i>General consultation on creating a business plan, deciding goals, brand identity, establishing your market, promoting your business, preparing for accounts and tax issues</i>	£10.00	£20 per hour (part hour pro-rata)	n/a
	Marketing Advice <i>General consultation on brand identity, establishing your market, promoting your business, creating your logo, web strategy, print requirements</i>	£10.00	£20 per hour (part hour pro-rata)	n/a
	Copy Writing <i>Producing copy for all media types, to reflect the style or identity required by the client (raw data/consultation usually required - research service available)</i>	£10.00	£20 per hour (part hour pro-rata)	n/a
	Book-keeping/Data Input <i>Basic data input from source documents supplied into bespoke spreadsheets</i>	£7.50	£17.50 per hour (£7.50 per 20 mins)	n/a
	PC Tuition <i>Beginners & Intermediate one to one classes either in your home or our office in M/S Word, Excel, Powerpoint, Frontpage, general internet use, or file management</i>	£5.00	£17.50 ph (£5 per 15 mins) / £25 weekends	8 hrs £120 / 4 hrs £65
	Web Design/Production <i>From consultation to design of all types of web presence from basic micro-sites up to fully functioning e-commerce sites - microwebsites available at huge discount through RH123.com</i>	£7.50	£25 per hour (£7.50 per 15 minutes)	n/a
Graphic Design/Production <i>From Logos to artwork for all types of printed matter from business cards to brochures</i>	£7.50	£25 per hour (£7.50 per 15 minutes)	n/a	

ASK ABOUT DISCOUNT PRINTING THROUGH OUR PRINTSHARE SCHEME AND IF YOU'RE IN BUSINESS WHY NOT JOIN OUR TRADE ASSOCIATION & NETWORKING FORUM RH123?