

ACVS Office Services Price List 2021-22

Photocopying All prices are per page					
Detail	Copy Type	ACVS members		Non-members	
		Under 100 copies	Over 100 copies	Under 100 copies	Over 100 copies
A4 White paper 1 side	Black	10p	8p	13p	11p
A4 White paper 2 sides	Black	13p	10p	18p	13p
A4 White paper 1 side	Colour	18p	15p	28p	22p
A4 White paper 2 sides	Colour	33p	23p	43p	33p
Add 3p to above prices for coloured paper and add 10p for card					
A3 White paper 1 side	Black	13p	11p	18p	15p
A3 White paper 2 sides	Black	18p	15p	23p	18p
A3 White paper 1 side	Colour	28p	23p	33p	28p
A3 White paper 2 sides	Colour	43p	33p	63p	43p
Folding & stapling booklets - £6 per 50					
Folding only - £6 per 100					
Stapling only - £6 per 100					
Laminating cost of copy not included	Size A5	24p	20p	34p	24p
	A4	34p	31p	44p	39p
	A3	44p	36p	54p	44p

Other Services		
Detail	ACVS Members	Non-members
Scanning	20p for 1 st page then 10p per page	30p for 1 st page then 20p per page
Printing from computer, flash drive etc.	Prices same as photocopying	
Word processing/typing	£9 per Hour	£9.60 per Hour
Microsoft Office tasks, including Word, Access, Database, Excel, Spreadsheet or publisher work	£9 per hour	£9.60 per hour
Comb-Binding	From £1 per doc	From £1.20 per doc
Mail shots: Postage & stationery at cost plus labour.	£9 per hour	£9.60 per hour
Equipment Hire – Laptop, projector, screen, gazebo	£5 per item	