

STANDARD FEE INCLUDES

The Standard Licence Fee is inclusive of rates, building maintenance and insurance, café and toilet facilities, parking (where applicable) incoming telephone calls, heating and cooling, lighting and cleaning of the Premises and of the common areas. During the usual business hours of 9.00am to 5.00pm Monday to Friday (excluding bank holidays) we shall provide you with reception, switchboard and post sorting services and (subject to availability) conference room facilities for up to 1.5 hours per workstation per month.

INCLUSIVE FEE ALSO INCLUDES

The Inclusive Licence Fee covers, in addition to the items included in the Standard Licence Fee, all telephone call charges (up to £100 per workstation per month), 8mb broadband data circuit (standard commercial service), 1 direct dial telephone number and £10 complimentary credit per workstation per month for Giro services.

Additional Services via Reception

Fax

Incoming fax:	£ 0.25p per sheet
Outgoing fax:	£ 0.75p per sheet
Europe	£ 1.40p per sheet
Rest of World	£ 2.00p per sheet

Photocopying

1-99 copies (per month)	Mono A4 size 5.5p per copy	Colour A4 size 55p per copy
100 plus copies (per month)	4.5p per copy	55p per copy
500 plus copies (per month)	3.5p per copy	35p per copy

(A3 size counts as 2 A4 copies)

Keys

Clients are issued with 1 control card and 1 office door key per workstation. Additional or lost cards are charged at £22.22 each. Additional or lost keys at £16.66 each. Car Park entrance controls are charged at £66.66.

Labour charges

Extra work required by clients e.g. erection of shelves	£33.00 per hour per person
IT Services: fault finding, installation or advice	£77.00 per hour per person

Postage Services

Our postage services are based on Royal Mail rates plus a 33% handling charge.

Typing / Administration Services

£ 4.50 per 15 minutes

Conference Room

Meeting room bookings are subject to availability during normal business hours 9.00 hrs to 17.00 hrs
Business lunch platters can be arranged at our reception at just £8.33 per person

Room Clients

£17.50 per hour, or part thereof
£50.00 per half day
£75.00 per day

Outside Clients

£55.00 per hour, or part thereof
£110.00 per half day
£200.00 per day

Additional Office Stationery

Sellotape Dispenser	£11.00 each
Trimmer	£75.50 each
Stapler	£80.50 each
Staple Cartridges	£ 3.00 each

Hole Punch	£42.00 each
Umbrellas	£25.00 each
Hangers	£ 7.00 each
Shredder	£800.00 each

Additional Furniture

Extra desk	£15.00 per month
Extra chair (high back)	£ 9.00 per month
Extra filing cabinet	£12.00 per month
Extra glass fronted cabinets	£17.50 per month
Extra workstation for fully inclusive customers	£115.00 per month

Burglar Alarms

Installation cost	Price on application
Annual maintenance	£240.00 per annum
Central station monitoring charge	£540.00 per annum
Alarm telephone line rental	£22.50 per month
Alarm telephone number installation charge	£100.00 per number

■ Storage Areas

A range of secure storage units are available within the centre with prices starting from as little as £12 per week.

■ Refreshments in Café

Hot drinks are available in our café with our compliments

Toast and preservatives are available between 8.30 - 10.30am with our compliments

Biscuits are available between 3.00 - 3.30pm with our compliments

Sandwiches, snacks and cold drinks are available and dispensed in our café.

■ Telecommunications

■ Direct Dial In (DDI) Numbers

DDI digital number rental or port	£14.90 per month inc. voicemail box
DDI analogue number rental or port	£19.60 per month
0845 Line number rental	£17.70 per month
Installation charge	£55.00 per extension
Transfer charge	£45.00 per number or port
Clearance charge	£75.00 per number or port

■ Extensions

Extra digital extension rental without a DDI number	£6.50 per month
Extra analogue extension rental without a DDI number	£15.00 per month
Installation charge	£55.00 per extension
Transfer charge	£45.00 per extension
Clearance charge	£75.00 per extension

■ Telephone Charges Miscellaneous:

Printout of telephone calls and costs

1 – 3 extensions	£11.00 per printout
3+ extensions	£16.50 per printout

■ Outgoing telephone call charges

UK Local (to 35 miles approx)	3.75p per minute
National (over 35 miles)	7.50p per minute
0500/0800 groups	2p per minute
Minimum call charge	3p per call
0845 numbers	4.99p per minute
0870 numbers	9.99p per minute
Minimum call charge	5p per call
Mobile rates are charged at 30p per minute. Please ask reception for call rates outside the United Kingdom.	

Note: All the rates are discounted by approx 40% for early morning, evening and weekend periods. (20.00 hrs – 07.00 hrs) Monday to Friday and 24 hours Saturday and Sunday)

■ Broadband Data Circuit

Standard Commercial Service with one IP address	up to 2 mb	£50.00 per month
	up to 8 mb	£100.00 per month
Additional Broadband		£25.00 per mb per month

Note: Fire-walling privacy and security measures are the customer's responsibility.

■ Miscellaneous charges for Broadband facilities

Additional IP address	£10.00 per month
Clearance charge	£60.00
Voice over IP	£25 per workstation per month
Additional Broadband features	See Reception for details

■ Prices exclude VAT and are subject to a 10% Settlement Discount, if the Account is paid within 7 days of the invoice date.