

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 and e-mail

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

Keys

Customers are issued with 1 control card and 1 office door key per workstation. Additional cards are charged at £20.00 each. Additional keys at £15.00 each. Car Park entrance controls are charged at £60.00.

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

Photocopying

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

(A3 size counts as 2 A4 copies)

Postage Services

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

Typing 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

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 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	£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

Purified chilled water is available with our compliments.

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 from the vending machine in the 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

Transfer charge £45.00 per number or port

Clearance charge £75.00 per number or port

■ 0845 Line rental £17.70 per month

Installation charge £55.00

■ 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

Transfer charge £45.00 per extension

Clearance charge £75.00 per extension

Note: No rental installation charge or clearance charge is made for extra extensions if taken in conjunction with DDI numbers. ISDN 2 prices do not include the cost of relevant DDI number installation and rental.

■ 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

■ Additional Services

Available upon request - see reception for details and prices

■ Miscellaneous charges for Broadband facilities

Additional IP address £10.00 per month

Clearance charge £60.00

Voice over IP £25 per workstation per month

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

Departing customers with Licence Agreements will be given DDI numbers and Voicemail where applicable for the relevant quarterly period at no extra charge. A £100 Deposit is required for all Virtual Office Services. For prices and further details see www.dextergroup.co.uk

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