



ACCOUNT PRICING 2009

Black & White Printing and Photocopying

A4 Run-through. No staples, clips, tags or dividers	£ 0.05
A4 Run-through with up to 20 staples - dividers per binding	£ 0.06
A4 Some removal / reinstatement of staples, clips, binds & dividers	£ 0.09
A4 Copying on the glass, fax paper, significant removal reinstatement of staples, dividers, and divider pages	£ 0.11
A4 High volume copy runs, quantity of 5000+	£ 0.04
A3 Black & White copy/print	£ 0.12

Colour Printing and Photocopying

A4 Colour prints 1 - 500	£ 0.45
A4 Colour prints 501+	£ 0.40
A3 Colour prints 1 - 500	£ 1.50
A3 Colour prints 501+	£ 1.25
A4 Colour prints 1000 +	£ 0.35

Plan Copying / Large Format Drawings

B/W size for size				
A0	1-199 £ 3.25	200 -499 £ 1.38	500 - 999 £ 1.10	1000+ £0.88
A1	1-199 £ 2.00	200 -499 £ 0.90	500 - 999 £ 0.72	1000+ £0.58
A2	1-199 £ 1.00	200 -499 £ 0.66	500 - 999 £ 0.52	1000+ £0.42
Over A0				POA
Colour size for size				
A0 Line Plot				£ 30.00
A1 Line Plot				£ 25.00
A2 Line Plot				£ 20.00

Large Format Drawings / Graphic Prints

Colour size for size	
A0 Graphic Prints	£ 60.00
A1 Graphic Prints	£ 40.00
A2 Graphic Prints	£ 30.00

Binding						
Velo, comb, wire, coil, perfect bind size 6 - 20mm						£ 1.85
Velo, comb, wire, coil, perfect bind size 22 - 51mm						£ 2.55
Clear Covers & Backing Boards						£ 0.30
Mounting & Lamination						
A4 Lamination						£ 1.50
A3 Lamination						£ 2.75
A2 - A1 - A0 Laminations						POA
A4 3mm Foam Mount						£ 5.00
A3 3mm Foam Mount						£ 7.50
A2 - A1 - A0 3mm Foam Mount						POA
Finishing						
Guillotine - per cut (max 250 pgs)						£ 0.70
Manual cutting - per trim						£ 0.20
Machine folding - per sheet						£ 0.03
Hand folding - per sheet						£ 0.10
Machine stapling						£ 0.03
Hand stapling						£ 0.05
Drilling - per inch (one inch minimum)						£ 0.60
Paste up - each						£ 0.50
Hand collating - per sheet						£ 0.10
Hand inserting - per sheet						£ 0.15
Attach tags / clips - per item						£ 0.15
Booklet making - each						£ 0.40
Miscellaneous labour - per hour						£ 20.00
Paper Supplements						
Colour sheets						£ 0.03
Card 160 - 190gsm						£ 0.12
Tabs & Folders						
Bespoke/printed Tabs	1- 5 £ 3.50		1- 10 £ 5.00		1- 20 £ 10.00	
Numbered Tabs	1- 5 £ 2.75	1- 10 £ 4.50	1- 15 £ 5.50	1- 20 £ 6.50	1- 50 £ 8.50	1- 100 £ 15.00
Blank Tabs	1-5 £ 1.25			1-10 £ 2.50		
Lever Arch Files & Presentation Folders						POA
Design & Scanning						
Graphic Design - charged per hour						£ 60.00
File Manipulation - charged per hour						£ 30.00
Set up - Rip Fee - per document						£ 5.00
Scanning scan	A4-A3 - per scan £ 5.00			A2 - per scan £ 15.00		
Burn to CD						£ 5.00

All prices exclude VAT

POA: price on application