



Photocopying Price List

Tel: 020 8681 7147

including VAT

BLACK & WHITE PHOTOCOPYING – While you wait service

No. of Copies A4 per Original	Inc VAT	Price £ Ex VAT
1	0.10	
2	0.20	
3	0.30	
4	0.40	
5	0.50	
6	0.60	
7	0.70	
8	0.80	
9	0.90	
10	1.00	
11	1.10	
12	1.20	
13	1.30	
14	1.40	
15	1.50	
16	1.60	
17	1.70	

No. of Copies A4 per Original	Inc VAT	Price £ Ex VAT
18	1.80	
19	1.90	
20	2.10	
21	2.17	
22	2.14	
23	2.21	
24	2.28	
25	2.35	
26	2.42	
27	2.49	
28	2.56	
29	2.63	
30	2.70	
35	3.05	
40	3.40	
45	3.75	
50	4.10	3.42

No. of Copies A4 per Original	Inc VAT	Price £ Ex VAT
60	4.70	3.92
70	5.30	4.42
80	5.90	4.92
90	6.50	5.42
100	7.10	5.92
150	9.35	7.79
200	11.60	9.67
250	13.85	11.54
300	16.10	13.42
400	20.60	17.17
500	25.10	20.92
600	29.60	24.67
700	34.10	28.42
800	38.60	32.17
900	43.10	35.92
1,000	47.60	39.67
Thereafter £4.50 (£3.75 ex VAT) per 100 A4		

A3 copies – double the above prices

Double sided copies – double the run length

FULL COLOUR PHOTOCOPYING (Per copy)

	A4 per side £ each	A3 per side £ each
1st 10 copies (from one original)	0.60	1.20
Subsequent copies on same settings	0.40	0.80
Double sided	Twice the above prices	
All test or experimental copies must be paid for.		

EXTRAS added to copying price (per A4)

EXTRAS	Black and white	Colour
added to copying price		
Tinted paper	2p per sheet	2p per sheet
Bright paper (A4 only)	2p per sheet	2p per sheet
Conqueror paper	4p per sheet	4p per sheet
Vision 100gsm paper	2p per sheet	2p per sheet
160gsm card white	5p per sheet	10p per side
160gsm card tinted	6p per sheet	10p per side
250gsm card white	20p per side	20p per side
300 gsm card white	60p per side	30p per side
OHP A4 only	65p per sheet	65p per sheet
Labels 8, 16 or 24 per sheet	35p per sheet	35p per sheet

All these prices include VAT at 20%. Leaflets and Newsletters are zero rated if more than 50 copies are required. Charges for these items will be reduced accordingly when requested. If in doubt please ask.

September 2019

PLANS – LARGE FORMAT Black and white (Per copy)

	A3 or smaller	A2	A1	A0
Plain paper	80p	£1.40	£1.60	£2.40
Tracing paper or yellow		£2.20	£3.20	£4.20
5 or more copies from one original – Less 10%				
We can also print from PDF files – £2.00 setup per size (Minimum charge £5.00)				

ENCAPSULATION SERVICE

	Business Cards £ each	Security Badges with Clip £ each	A5 £ each	A4 £ each	A3 £ each	A2 £ each
1-5	0.90	1.30	1.20	1.60	2.40	4.80
6-49	0.70	1.05	0.90	1.10	1.70	3.40
For quantities over 50 please ask for a quote.						
Whilst every care is taken to protect customer's originals, due to the nature of the process, damage can sometimes occur. Therefore, work is undertaken at the customer's risk.						

BINDING SERVICE PLASTIC COMB (21 rings) OR WIRE (34 rings)

	Comb size	Wire Size	1-9 Books £ each	10+ Books £each
up to	8mm	8mm	£1.55	£1.30
up to	12mm	11mm	£1.85	£1.55
up to	16mm	16mm	£2.45	£2.00
up to	28mm	not available	£3.60	£2.95
up to	51mm	not available	£5.55	£4.40
Calendars	£2.00 each			
Covers extra:				
Clear 25p, White Astralux card 10p, Black card 20p				

FAX SERVICE

	1st page £	Subsequent pages £ each
'SEND'		
U.K.	1.00	0.50
Europe & USA	1.50	1.00
Rest of World	3.00	1.00
Satellites	20.00	20.00
'RECEIVE'	1.00	0.50

Printing Customer's Digital Files: (Minimum charge £5)

Set Up Charges

PDF and JPEG files: £2 for all files to be printed at one size

Microsoft Word, Publisher, Excel, Power Point: £2 per file

Extra charges will be made if your file needs adjusting.

For any other type of file please ask for advice.

Print charge as per copying price list above and overleaf.

Important advice:

PDF files are the best type of file to use for printing. Visit www.cutepdf.com for a free pdf maker.

If you want your job printed to the edge of the paper please ask for our leaflet about printing bleeds.

Do not put text closer than 5mm to the edge on small items or 10mm on large items or it will not look very good.

ADDITIONAL SERVICES

Artwork / Adjustment of original	P.O.A.
Stapling	£2 per 100 staples
Scoring / Creasing	£20 per 1000 (min £5)
Hand Scoring / Creasing	£10 per 100 (min £2)
Drilling	£2 per 1000 holes (min £5)
Saddle Stitch and Fold	£7 per 100 books (min £10)
Guillotining	50p per cut (max 500 sheets) (min £1)
Folding	£10 per 1,000 (min £10)

SCANNING

	original up to	1st page	Subsequent pages
B/W	A4	£5	£0.10
	A3	£5	£0.20
	A2, A1, A0	£5	£2
Colour	A4	£5	£0.50
	A3	£5	£1
	A2, A1, A0	£8	£3

ALL PRICES INCLUDE VAT

September 2019