**SOLENT SERVICED OFFICES LIMITED**

**Administration Office**

Sylvia House, Brick Lane, Stanmore, Middx. HA7 1RE

T: 020 8954 3549 F: 020 8954 4219 em: sso@talktalk.net

ST ANDREWS HOUSE, 26 BRIGHTON ROAD, CRAWLEY, WEST SUSSEX RH10 6AA

**SERVICE AND FACILITY PRICE LIST** 24/03/08

**WORD PROCESSING**

Per A4 sheet £ 2.00

A4 sheet alterations £ 1.00

Change of address £ 0.50

Per DL envelope £ 0.50

Per A4 envelope £ 1.00

Per address label £ 0.30

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**FACSIMILE Per 5 Pages**

(per connection)

Outgoing - cost of call + £ 1.00

Incoming £ 1.00

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**PHOTOCOPYING**

Per black A4 copy £ 0.10

Per colour A4 copy £ 0.25

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**VENDING**

Per cup £ 0.50

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**OTHER SERVICES/CHARGES**

Client telephone line connection to switchboard £ 30

Answered Client line, connected to switchboard £ 20 per month

Non-answered Client line connected to switchboard £ 10 per month

(This allows for free voice mail facility)

Postal stamps are charged at value plus 10%

Lost/damaged door entry fobs are charged at £30

**All prices are subject to VAT**