

Service Price List 2022-2023

Office Services		Price
Photocopying		
B&W	A4	\$ 0.30
	A4 double sided	\$ 0.50
	A3	\$ 0.60
	A3 double sided	\$ 1.00
Colour	A4	\$ 0.70
	A4 double sided	\$ 1.20
	A3	\$ 1.50
	A3 double sided	\$ 2.50
100+ copies or more 10% discount - does not apply if you have a membership which receives 25% discount regardless of number of copies		
Printing A2 - A1 - A0		
B&W	A2 - 420mm x 594mm	\$ 10.00
	A1 - 594mm x 841mm	\$ 15.00
	A0 - 841mm x 1188mm	\$ 22.50
Colour	A2 - 420mm x 594mm	\$ 15.00
	A1 - 594mm x 841mm	\$ 23.50
	A0 - 841mm x 1188mm	\$ 38.50
Stapling / Folding / Perforating / Trimming - Per 15 Minutes		\$ 10.00
Computer Use		
15 minutes		FREE
30 minutes		\$ 2.50
1st hour		\$ 5.00
Additional hours		\$ 5.00
Stationary		
Coloured Paper	A4	\$ 0.30
Coloured Paper	A3	\$ 0.50
Card	A4	\$ 0.50
Card	A3	\$ 1.00
Textured Card	A4	\$ 0.60
Textured Card	A3	\$ 1.20
Laminating		
A4		\$ 2.50
A3		\$ 4.50
A2	420mm x 594mm	\$ 10.00 per metre
A1	594mm x 841mm	\$ 10.00 per metre
A0	841mm x 1188mm	\$ 10.00 per metre
Binding		
Per Document (includes clear protector front & back; black card)		
200 micron		\$ 6.00
250 micron		\$ 7.00
Scanning		
Scan and save to USB		\$ 2.00
Scan and Email		\$ 3.00
Secretarial		
1 Hour		\$ 40.00
1/2 Hour		\$ 25.00
15 Minutes		\$ 15.00
Faxing - Any		\$ 2.00