



## facilities and services

### Office hours

Access to the centre is available 24 hours.

The reception and switchboard are staffed Monday to Friday 09.00 to 17.00

### Hot Desking

Either a separate office or shared office

Hourly	£ 10.00
½ day	£ 50.00
Full day	£ 80.00

### Conference facilities

Complimentary tea, coffee and water. Audio Visual equipment is available in Goldwyn and Mayer

Metro or MGM Suites  
6 delegates £ 20.00 hourly

Goldwyn or Mayer Suites  
12 delegates £ 30.00 per hour

Goldwyn Mayer Suite  
24 delegates £ 60.00 per hour

Complete reconfiguration charge £150 (when combining Goldwyn and Mayer and require furniture in a unique configuration).

Video Conferencing Polycom HD IP (Goldwyn suite) an additional £20 per hour to the meeting rate.

Audio/Visual	£ 30.00 per meeting
Internet access	Free of charge
Flip chart	Free of charge

### Boardroom / Meeting room / Conferencing

#### Cancellation Policy

Up to 24 hours	50%
Between 24-48 hours	25%
Over 48 hours	0%

### Fast Internet + VoIP

Connection charge	N/A
Standard Plan per workstation	£ 49.98 pcm
Plan 10: 10Mbit uncontended	£ 650.00 pcm
Plan 20: 20Mbit QoS uncontended	£ 850.00 pcm
Dedicated IP	£ 10.00 pcm

### Administration / Secretarial fees

Admin / Secretarial Services £ 45.00 per hour  
Including copy typing, audio typing, PowerPoint presentations, Excel spreadsheets, Data entry.

Translation POA

### Telephone System

All telephone calls are at the standard BT business rates.

Additional handset & DDI	£ 49.98 pcm
Additional voicemail box	£ 10.00 pcm
Itemised phone bill	£ 5.00 per report

Further installation and programming following the initial set up £ 45.00 per hour

### Facsimile costs

Incoming per page	Free of charge
Outgoing any destination	£ 0.50 per page

### Photocopying

Black and white A4/A3	
1-400	£ 0.15 per copy
401-1000	£ 0.12 per copy
1001+	£ 0.10 per copy

Colour A4/A3	
1-400	£ 0.35 per copy
401-1000	£ 0.30 per copy
1001+	£ 0.25 per copy

### Scanning

Scan A4 / A3 documents	£ 0.10 per scan
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### Additional services available

Binding 1-50 page book	£ 8.00
Binding 50-100 page book	£ 10.50
Binding 100+ page book	£ 12.00
Acetates	£ 1.00 per sheet
Additional office keys	£ 15.00 each
Additional access cards	£ 15.00 each
Laminating service	£ 2.00 per sheet

PAT testing	POA
Office extra deep clean including all pc's wiring and carpet cleaning	£ 40.00 per wks

### Couriers

Can be ordered from reception and incurs a 30% administration fee.

### Franked mail

Outgoing mail needs to be with reception by no later than 4.30pm. All postage is charged at the franked mail rates imposed by Pitney Bowes and incurs a 30% administration fee.

### Furniture

Additional furniture hire/purchase is available. Please see the Centre Executive for further details.