



**BEXLEY VOLUNTARY SERVICE COUNCIL
RESOURCE CHARGES 2011/12
BVSC COPYING SERVICE**

BLACK & WHITE PHOTOCOPYING

	Member Rates Single Sided	Member Rates Double Sided
A4 White or Colour Paper	3p	5p
A3 White or Colour Paper	6p	10p
Reduction—A3 to A4	3p	5p
Enlargement – A4 to A3	6p	10p
Adhesive Labels	40p	
A4 Card	15p	
	Non-Member Single Sided	Non-Member Double Sided
A4 White or Colour Paper	9p	15p
A3 White or Colour Paper	18p	30p
Reduction—A3 to A4	9p	15p
Enlargement—A4 to A3	18p	30p
Adhesive Labels	1.20p	
A4 Card	45p	

MAGAZINE / BOOKLET FINISHING - PRICES ON REQUEST

COLOUR PHOTOCOPYING

	Member Rates Single Sided	Member Rates Double Sided
A4 White	21p	41p
A3 White	42p	82p
Enlargement—A4 to A3	42p	82p
A4 Card	24p	
	Non-Member Single Sided	Non-Member Double Sided
A4 White	42p	74p
A3 White	84p	£1.60
Enlargement A4 to A3	84p	£1.60
A4 Card	48p	

FAX TRANSMISSIONS (MEMBERS ONLY)

Outgoing Faxes	30p per sheet
Incoming Faxes	25p per sheet

LAMINATING (MEMBERS ONLY)

A4 or A5	35p per sheet
A3	65p per sheet

SPOTLIGHT NEWSLETTER

Private Companies – If you wish to advertise your services in Spotlight please contact the Administration Manager.

PRINTING SERVICE

TERMS & CONDITIONS OF USE

As we have many requests to use our services, we have drawn up these terms and conditions in order that we may plan our workload. We hope that by doing this, we will be able to offer an efficient service to all of our members.

PHOTOCOPYING

We have a photocopier which reduces and enlarges. Please phone our office at least one day in advance, if you wish to use the photocopier. We will then be able to tell you if the machine is available.

When you come to BVSC to use our printing facilities, please go straight to reception to let us know that you have arrived. Please try to have a note of your membership number with you. A BVSC staff member will photocopy your documents for you.

Please note: we would require work to the value of £10 or below to be paid for in cash on receipt. For larger amounts groups will receive an invoice at the end of the month in question.

These conditions may be relaxed or waived at the discretion of the Administration Manager depending on the circumstances.

UNFORTUNATELY WE CANNOT GUARANTEE WORK WILL BE DONE WHEN CIRCUMSTANCES ARISE BEYOND OUR CONTROL, FOR INSTANCE, MACHINE FAILURE, STAFF SHORTAGE ETC.

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(Prices updated October 2011)