

Whitchurch 'ecentre'



Printing and copying rates (for office users and W4W members)

The 'e.office' provides self service printing (from computer), scanning, photocopying, and fax facilities allowing you to achieve professional presentation documents in black and white or full colour.

<u>Service</u>	<u>Unit Price (£ no vat)</u>
<i>Copy/print</i>	
A4 black and white	0.03
A4 colour	0.15
A3 black and white	0.06
A3 colour	0.30
<i>Fax services (UK landline only)</i>	
Per page	0.10
<i>Document scanning</i>	
A4 black and white	0.02
A4 colour	0.10
A3 black and white	0.04
A3 colour	0.20

For 'e.office' users: the following black and white printing/copying is included in the rental charge:

Hourly rate	25 sheets of A4 printing/copying
Half day rate	100 sheets of A4 printing/copying
Day rate	200 sheets of A4 printing/copying

Report binder and laminator available.

Whitchurch 'ecentre'



'Whitchurch ecentre' offers affordable office support facilities in the centre of Whitchurch for Business or Community (*) users.

Services:

- Access to an office which can be booked and charged on an hourly basis, including use of a computer or connection of your laptop by cable or Wi-Fi., and printing/photo-copying using a top quality printer up to A3 colour. Backing up of your laptop files and training where required.
- A meeting room for up to 6 people, including digital projection equipment, flip charts and telephone and video conferencing facilities. Other facilities could accommodate 12/25/50 people for meetings and seminars.
- IAG or information, advice and guidance to support new and growing businesses and community groups, with direct access to government agencies or independent consultants.
- Regular informal meetings at the centre will allow users the opportunity to 'network' and also develop a friendly working environment.
- Coffee and tea will be available at all times, but if you want a break, there are several local hosteleries and shops in Whitchurch.
- (*) The 'ecentre' is not a cyber café, and usage will always be charged on a monthly basis. Computer training can be arranged on an individual or small group basis.

This project is funded by

Whitchurch 'ecentre'



'e.office' hours

The Whitchurch 'e.office' will offer limited opening hours during the initial start up period.

<u>Day</u>	<u>Opening Hours</u>
Monday	08.30—13.00
Tuesday	08.30—13.00
Wednesday	08.30—13.00
Thursday	08.30—13.00
Friday	08.30—13.00

All other times (including weekends) by arrangement.

Whitchurch 'e.office'

Wireless
(free connection to the internet through your laptop)

Wi-Fi—wireless internet throughout the 'e.office' allows you to use your own lap-top and offers greater flexibility when accessing the web, printing from file or making presentations.

Find us at:

The Whitchurch 'ecentre'
1 Winchester Street
Whitchurch
Hampshire
RG28 7AH

Phone & Fax 01256 896548

Email ecentre@thewhitchurchweb.org

Whitchurch 'ecentre'



Rates Schedule

- Rate for using the 'e.office' - desk space with computer or lap-top point, use of telephone for 01/02 numbers, faxing, scanning, (price includes a set quantity of printing and copying—above agreed amount will be charged), other equipment available will be binding and laminating presentation folders (charged for materials used).

Hour	£ 6.00
Half day	£20.00
Day	£30.00

Fixed contract rates for regular users can be arranged.

- Rate for using the Meeting Room facilities (max 6 people), with digital projector, flip charts, white boards, telephones and video conferencing facilities.

Hour	£ 6.00
Half Day	£20.00
Day	£30.00

Fixed contract rates for regular users can be arranged.

- Breakfast and evening meetings by arrangement
- The Meeting room is an ideal facility for small group training sessions and individual counselling.
- We are not registered for VAT.