

OFFICE SERVICES

31 May 2022

Printing

	Black & White	Colour
White Paper & printing per sheet	3p	6p
Colour Paper & printing per sheet	4p	8p
Laminating Pouches A3	20p	
Laminating Pouches A4	10p	
Laminating Pouches A5	5p	
Staff time per hour	£9.00	

Mail outs

Envelopes DL each	2p	
Envelopes C5 each	2p	
Envelopes C4 each	5p	
Jiffy Bags Small A5	30p	
Jiffy Bags Med A4	45p	
Jiffy Bags Large A3	93p	
Labels per sheet	21p	
Postage cost per letter:		
Postage (Franked) 0-100	1 st Class 84p	2 nd Class 60p
Postage (Franked) Large Letter	1 st Class £1.28	2 nd Class £1.02
Postage (Franked) 101-250	1 st Class £1.80	2 nd Class £1.40
Staff time per hour	£9.00	

Tournament Equipment Hire

For affiliated Clubs and County Associations only-All prices quoted include VAT; all items strictly subject to availability

Table & cloth	£1.60 per unit per day	
Table, cloth & bidding boxes	£2.50 per unit per day	
Bridgemates & c/w server	65p per unit per session	
Use of Duplimate machine only (own boards, cards & operator)	10p per board	
Duplimate Boards	30p per board	(Non affiliated) 35p per board
Photocopying (e.g. hand records)	12p double sided	8p single sided
All inclusive rate for one day events (including Bridgemates, <i>Tables, cloths, bidding-boxes, hand records, bridgemates and any specialized stationery (not including score cards or convention cards)</i>)		£4.00 per unit, per day,
All inclusive rate for one day events (excluding Bridgemates, <i>Tables, cloths, bidding-boxes, hand records and any specialized stationery (not including score cards or convention cards)</i>)		£3.50 per unit, per day,
Standard stationery (e.g. scorecards, convention card)		Bridge Shop prices

Room hire

	Full Day	Half Day
Meeting Room	£40	£20
Meeting Room and Equipment	£50	£25
Meeting and Library	£50	£25

Karen Durrell
Office Manager