

## Office Services

At our Eastbourne office we provide some office services for a competitive charge. Please find more information in the table below.

<b>Service</b>	<b>Description</b>	<b>Cost to Members</b>	<b>Cost to Non-members</b>
Black & white photocopying	A4 single side	8p	10p
Black & white photocopying	A4 double side	16p	20p
Black & white photocopying	A3 single side	12p	15p
Black & white photocopying	A3 double side	24p	30p
Colour photocopying on white paper	A4 single side	30p	50p
Colour photocopying on white paper	A4 double side	60p	£1.00
Colour photocopying on white paper	A3 single side	60p	£1.00
Colour photocopying on white paper	A3 double side	£1.20	£2.00
Stapling	1-99	50p	50p
Stapling	100+	£2.00	£2.00
Guillotine	Per 100	£2.00	£2.00
Laminates	Each A4	50p	50p

For more details, please contact Sheila Lindsey, Office and Facilities Manager, at [sheila.lindsey@3va.org.uk](mailto:sheila.lindsey@3va.org.uk) or on 01323 639 373.