



Charges from 1 November 2017

Telephone (0191) 643 2626

	Members	Non-Members
Photocopying		
A4 white paper		
• B&W, per copy	5p	8p
• Colour, per copy	25p	40p
A3 white paper		
• B&W, per copy	10p	16p
• Colour, per copy	50p	80p
Mail out		
• Standard letter, 2 nd Class, each	55p	
• Standard letter, 1 st Class, each	64p	
• Other letter sizes and weights – on application		
• Envelopes and labels	At cost	
• Survey returns – Standard letter, 2 nd Class, each	70p	
Equipment Hire		
• Display Boards, per day	£5	£10
• Projector Screen	£5	£10
• Laptop & Digital Projector	£10	£20
• Flipchart Stand and paper	£10	£20
Laminating		
• A4 and A5, per sheet	40p	50p
Comb Binding		
• A4 reports, per report	50p	70p
• With transparent cover, front and back, per report	80p	£1

Equipment and services may not always be available – please check.
Prices subject to change without notice.