

LISBURN ENTERPRISE ORGANISATION SERVICE CHARGES

WORD PROCESSING

Word-Processing A4 Double Line Spacing £1.75 per page

Word-Processing A4 1.5 Line Spacing £2.00 per page

Word-Processing A4 Single Line Spacing £2.50 per page

Curriculum Vitae £3.00 per page
(A fee will be charged for further amendments / retrieval)

Urgent Work (required on the day) will have an additional charge of 10%.

MAIL SHOTS

Data Entry (Customer details - per record) £0.15 - £0.25

Envelopes £0.10 - £0.20

Inserting (per hour) £12.50

Postage 1st Standard
2nd Standard

MISCELLANEOUS

Photocopying
- Copy card £5 (10p per copy)
- Service 15p per copy

Fax - Incoming & Outgoing 50p Per Page
Second and subsequent pages 25p Per Page

Binding Reports (F&B Cover / Ring) £3.00 per Report

Laminating A3 Sheet - £2
A4 Sheet - £1

Postal Service Franking Charge Only