

Price List

Typing: *Smaller typing jobs (timed) ~*
Hourly rate.....\$50.00

Typing: *Large typing jobs (word count) ~*
Per 1,000 words..... \$45.00

Transcription: *Ask us for a quote*

Database Maintenance/Creation: *Ask us for a quote*

Bulk Mailout: *Includes envelope, labeling, inserting, bulk post—Ask us for a quote*

Laminating: A4 \$4.00
A3 \$5.00

Printing labels: *per sheet, from..... \$3.00*

Scanning: *Depending on Quantity - from 50c per page*
Save to USB or email —\$3.00

E-mail: Sending and receiving

Resumes: *With presentation folderfrom \$150.00*

Application Letters: *One Page..... from \$40.00*

Selection Criteria: *Each Page.....\$50.00*

Online Application:from \$15.00

Fax service (within Australia):

Inward: first page.....\$2.30
subsequent pages..... 60c

Outward: first page.....\$2.80
subsequent pages..... \$1.00

Please ask us for a quote for any administration service you are after!



Printing & Copying



Quality Black & White Digital Laser Printing & Copying

Black text on White 80gsm Paper

		Single Sided	Double Sided
A4	1-19.....	30c.....	37c.....
A4	20-49.....	25c.....	32c.....
A4	50-74.....	20c.....	27c.....
A4	75-99.....	15c.....	22c.....
A4	100-500.....	10c.....	17c.....
A4	501-1000.....	9c.....	16c.....
A4	1001-2000.....	8c.....	15c.....
A4	2001+	7c.....	14c.....
A3	1-19.....	35c.....	44c.....
A3	20-49.....	30c.....	39c.....
A3	50-99.....	25c.....	34c.....
A3	100+	20c.....	29c.....

Other Paper Prices (add to copy cost)

Coloured Paper	5c
100gsm	5c
120gsm—160gsm	10c
200gsm	25c
Marble/Parchment.....	15c
Labels	\$3.00

We can also print on your paper

EXTRAS

Stapes / Folding / Hole Punching
All available & Free during printing
Cutting (per 100 sheets)..... \$3.00

Admin Fee —
For all printing/copying + \$5.00

****ALL PRICES INCLUDE GST****

Quality Digital Laser Colour Copying and Printing

FULL COLOUR—ASK FOR A QUOTE
WE WILL MATCH MOST PRICES

Colour Copy/Print on White 80gsm Paper

		S/S	D/S
A4	1-19.....	\$1.50	\$2.50
A4	20-49.....	\$1.30	\$1.80
A4	50-99.....	\$1.00	\$1.50
A4	100+	80c.....	\$1.30
A3	1-19.....	\$2.00	\$3.00
A3	20-49.....	\$1.50	\$2.50
A3	50-99.....	\$1.30	\$2.00
A3	100+	\$1.00	\$2.00

Adjustments will be charged at hourly rate including:

Remove & replace staples and binding
Remove & replace pages from folders
Changes to text of file updates

Minimum charge—\$8.00

Set up & design charged at hourly rate
Minimum Charge - \$25.00

Payment for all work is due upon completion

PLASTIC SPIRAL BINDING

6mm.....	\$4.00
8mm	\$4.50
9mm.....	\$5.00
12.5mm.....	\$5.50
16mm	\$6.50
20mm.....	\$9.00
25mm	\$12.50
40mm	\$15.00

Includes clear cover, black back & black spine