



**BEXLEY VOLUNTARY SERVICE COUNCIL  
RESOURCE CHARGES 2015  
BVSC COPYING SERVICE**

**BLACK & WHITE PHOTOCOPYING**

	<b>Member Rates Single Sided</b>	<b>Member Rates Double Sided</b>
A4 White or Colour Paper	3p	5p
A3 White or Colour Paper	6p	10p
Reduction - A3 to A4	3p	5p
Enlargement – A4 to A3	6p	10p
Adhesive Labels	40p	
A4 Card	15p	
Booklet Stapling (per booklet)		1p
	<b>Non- Member Rates Single Sided</b>	<b>Non-Member Rates Double Sided</b>
A4 White or Colour Paper	9p	15p
A3 White or Colour Paper	18p	30p
Reduction - A3 to A4	9p	15p
Enlargement – A4 to A3	18p	30p
Adhesive Labels	£1.20p	
A4 Card	45p	
Booklet Stapling (per booklet)		2p

***MAGAZINE / BOOKLET FINISHING - PRICES ON REQUEST***

**COLOUR PHOTOCOPYING**

	<b>Member Rates Single Sided</b>	<b>Member Rates Double Sided</b>
A4 White	21p	41p
A3 White	42p	82p
Enlargement – A4 to A3	42p	82p
A4 Card	24p	
	<b>Non- Member Rates Single Sided</b>	<b>Non-Member Rates Double Sided</b>
A4 White or Colour Paper	42p	74p
A3 White or Colour Paper	84p	£1.60p
Enlargement – A4 to A3	84p	£1.60p
A4 Card	48p	

### **LAMINATING (MEMBERS ONLY)**

A4 or A5 35p per sheet

A3 65p per sheet

### **SPOTLIGHT NEWSLETTER**

Private Companies – If you wish to advertise your services in Spotlight please contact the Administration Manager.

### **PRINTING SERVICE**

#### **TERMS & CONDITIONS OF USE**

**As we have many requests to use our services, we have drawn up these terms and conditions in order that we may plan our workload. We hope that by doing this, we will be able to offer an efficient service to all of our members.**

### **PHOTOCOPYING**

We have a photocopier which reduces and enlarges. If you wish to use our photocopying service please allow one complete week for copying (particularly for larger quantities). This will help us to organise our workload and arrange for your printing to be completed.

Please note: we require work to the value of £10 or below to be paid for in cash on receipt. For larger amounts groups will receive an invoice at the end of the month in question.

These conditions may be relaxed or waived at the discretion of the Administration Manager depending on the circumstances.

***UNFORTUNATELY WE CANNOT GUARANTEE WORK WILL BE DONE WHEN CIRCUMSTANCES ARISE BEYOND OUR CONTROL, FOR INSTANCE, MACHINE FAILURE, STAFF SHORTAGE ETC.***

**Bexley Voluntary Service Council  
Crayford Manor House,  
Mayplace Road East,  
Crayford,  
Kent  
DA1 4HB**

**Phone: 01322 524682**

**E-mail: [information@bvsc.co.uk](mailto:information@bvsc.co.uk)**

**Website: [www.bvsc.co.uk](http://www.bvsc.co.uk)**

**Registered Charity no. 279880**

**Company Limited by Guarantee No. 1501746**