

Administration Services

Photocopying / Printing (black and white)	Full rate	Affiliates
A4 single sided, per sheet	5p	3p
A4 double sided, per sheet	7p	5p
A3 single sided, per sheet	10p	6p

Photocopying / Printing (colour)	Full rate	Affiliates
A4 single sided, per sheet	10p	8p
A4 double sided, per sheet	15p	12p
A3 single sided, per sheet	20p	16p

Laminating	
A4, per sheet	30p
A3, per sheet	60p
ID Cards, each	£3.00

We can also offer:

- Production of minutes, letters, reports, invoices, organisational charts, business cards, ID badges.
- Design of leaflets, posters, brochures, annual reports.
- On site PAT testing of portable appliances
- Contact us for a quote.

Payroll Service

Number of employees

	1-3	4+
Initial set-up fee (one-off)	£15	£15
Annual administrative fee (payable in April)	£35	£35
Annual audit fee (payable in March)	£25	£50
Monthly fee, per employee	£6	£6

Our monthly payroll service includes payment of tax and National Insurance. This service is overseen by an auditor.

Room Hire

We have two meeting rooms available to hire

- One small room suitable for 1:1 meetings or counselling sessions.
- One larger meeting/training room which seats up to 15 at tables - layout as requested.

Room	Statutory organisations rate	Voluntary organisations rate
Small <i>Half day</i> <i>Full day</i>	£10 £20	£7.50 £15
Large <i>Half day</i> <i>Full day</i>	£20 £40	£15 £30
Tea and coffee	50p per person	
Cold buffet lunch	By arrangement - from £3.50 per person	

Reduced rates available for block bookings - contact us for details

Equipment Hire

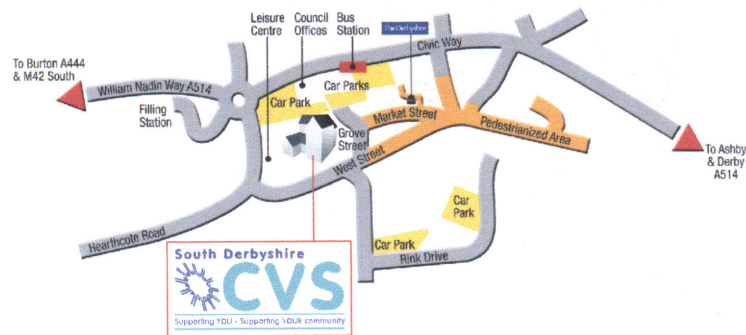
Projector and screen	£5
Flipchart stand, paper and pens	£3
Display boards	£5
Mobile induction loop system	FREE

Equipment must be booked in advance. A deposit may be asked for.

South Derbyshire CVS

Administration and Facilities

How to find us



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