

LICENCE FEE INCLUDES

The Licence Fee is inclusive of rates, building maintenance and insurance, café and toilet facilities, heating and cooling, lighting and cleaning of the Premises and the common areas, parking (where applicable), telephone call charges and internet data circuit (which are both subject to the company's fair usage policy as detailed in our 'List of Services'), 1 direct dial telephone number and 1 remote extension phone. During the usual business hours of 9.00am to 5.00pm Monday to Friday (excluding bank holidays) we shall provide you with Reception, switchboard and post sorting services and (subject to availability) conference room facilities for up to 1.5 hours per workstation per month.

Additional Services Via Reception

- **Photocopying**

| | Mono A4 size | Colour A4 size |
|-----------------------------|--------------|----------------|
| 1-99 copies (per month) | 25p per copy | £1.25 per copy |
| 100 plus copies (per month) | 24p per copy | £1.15 per copy |
| 500 plus copies (per month) | 23p per copy | £1.00 per copy |
- **Scanning, Printing and Laminating**

| | | |
|------------------------------|--------------------|--|
| £15.00 Administration Charge | + charge per sheet | (Please see photocopying prices above) |
| | + Laminating | £5.00 per sheet |
- **Keys & Entrance Controls**

Clients are issued with 1 control card and 1 office door key per workstation.

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|-----------------------------------|---------------------------------|
| Additional, damaged or lost cards | £30.00 each |
| Additional or lost keys | £30.00 each |
| Lock change | £200.00 (plus replacement keys) |

Car Park Entrance Controls

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|--------------------------------------|--------------|
| Additional or lost entrance controls | £150.00 each |
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- **Postage Services**

Our postage services are based on Royal Mail rates plus a 35% handling charge.
- **Typing / Administration Services** £100.00 per hour

Conference Room

Meeting room bookings are subject to availability during normal business hours 9.00am to 5.00pm.
Business lunch platters can be arranged at our reception from £8.00 per person.

24 hours notice is required for any cancellation of a meeting room booking.

| | |
|----------------------------------|-----------------------------------|
| Room Clients | Outside Clients |
| £50.00 per hour, or part thereof | £100.00 per hour, or part thereof |
| £125.00 per half day | £300.00 per half day |
| £200.00 per day | £500.00 per day |

- **Additional Office Stationery**

| | | | |
|---------------------|--------------|------------|----------------|
| Sellotape Dispenser | £35.00 each | Hole Punch | £125.00 each |
| Trimmer | £200.00 each | Umbrellas | £50.00 each |
| Stapler | £225.00 each | Hangers | £20.00 each |
| Staple Cartridges | £15.00 each | Shredder | £2,000.00 each |
| Drinks Tray | £40.00 each | | |

- **Additional Furniture**

Prices available on request

- **Refreshments in Café**

Hot drinks are available in our café with our compliments.

Cereal, toast and preserves are available between 8.30am to 10.30am with our compliments.

Biscuits are available between 3.00pm to 3.30pm with our compliments.

Sandwiches, snacks and cold drinks are available and dispensed in our café.

- **Labour charges**

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| Extra work required by clients e.g. erection of shelves | £135.00 per hour per person (£160.00 per hour outside of our usual business hours) |
| IT Services: fault finding, installation or advice | £200.00 per hour per person |
| Management Services: general management time | £350.00 per hour per person |

- **EV Chargers *(Bourne House only)**

A fee of 69p kWh will be charged when using the chargers, please speak with Reception for further information.

- **Un-Authorised Parking**

| | | | |
|------------------|--------|---------------------------|--------|
| One off charge | £30.00 | Vehicles parked overnight | £50.00 |
| Per hour thereof | £20.00 | (Without permission) | |

- **Storage**

A range of secure storage units are available within the centre with prices starting from as little as £9.00 per week.

- **Telecommunications**

Each workstation will be provided with a telephone handset and initial installation is free of charge.

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| Direct Dial In (DDI) Number Rental Including Trunk | £22.50 per month inc. voicemail |
| Additional Trunk Rental | £22.50 per month |
| DDI Analogue Line Rental | £30.00 per month |
| 0845 Line Number Rental | £30.00 per number |
| (Incoming calls on these 0845 numbers charged at 2p per minute) | |
| Transfer Charge / Reprogramming Charge | £75.00 per extension/number/ Trunk |
| Clearance Charge for DDI number | £130.00 per number |
| Clearance Charge for 1-5 Extensions | £110.00 per extension |
| for 6+ Extensions | £80.00 per extension |

- **Additional Telecommunications**

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|---|------------------|
| Additional Office Extension | £75.00 per month |
| (Incoming calls – Subject to Fair Usage Policy) | |

Fair Usage Policy:

The Licence Fee includes all Business-related calls up to a maximum value of £150 per extension per month, also included is an Internet Data Circuit which will be capped at 32 meg for offices larger than 6 work stations and 16 meg for smaller offices.

- **Telephone Call Report**

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|----------------------------|--------------------|
| Ongoing Call Report Set Up | £120.00 per report |
| Ongoing Report Charge | £50.00 per month |
| One Off Report | £75.00 per report |

If your Direct Dial In number is included, the following number of trunks will be allocated to your Direct Dial In number.

| | |
|------------------------|----------|
| Offices with: | |
| 1-3 workstations | 2 Trunks |
| 4-6 workstations | 3 Trunks |
| 6 workstations or more | 4 Trunks |

- **Outgoing Telephone Call Charges**

| | |
|--------------------------------|------------------|
| UK Local (to 35 miles approx.) | 3.75p per minute |
| National (over 35 miles) | 7.50p per minute |
| 0500/0800 groups | 2p per minute |
| Minimum call charge | 3.5p per call |
| 0845 numbers | 7p per minute |
| 0870 numbers | 9.99p per minute |
| Minimum call charge | 10p per call |
| Mobile rates are charged at | 30p per minute |
| Minimum call charge | 9p per call |

Please ask reception for call rates outside the United Kingdom.

Note: Call rates are discounted by approx. 40% for early morning, evening and weekend periods (20.00hrs-07.00hrs) Monday to Friday and 24 hours Saturday and Sunday excluding mobiles.

- **Broadband**

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| Prices for additional bandwidth/IP addresses available on request. | |
| Clearance Charge | £160.00 per IP Address |

Note: Fire-walling privacy and security measures are the Customers responsibility.

All prices exclude VAT and are net of a 10% settlement discount which is subject to the Account being settled within 7 days of the invoice date, except where stated.

*EV charges are exempt of the settlement discount and include VAT.