



Britain's Energy Coast

Tenant information

www.britainsenergycoast.co.uk

01946 595200



Reception services

ADMINISTRATION & SECRETARIAL SERVICE	£20.00 per hour
ROYAL MAIL POSTAL FRANKING (Drop in service at Ingwell Hall, Fleswick Court, Galemire Court, Innovation Centre & Kelton House before 4pm)	GPO Rate plus 4p
CATERING	Ask reception for menu details. Provided by Catering Academy
A4 SCANNING	15p per A4 Copy
COURIER DELIVERY SERVICE	Cost plus 10% UK & Worldwide
COLOUR PHOTOCOPIES	A4 per copy 20p A3 per copy 40p
COMB BINDING	Comb & Covers £2 plus 1p per page
LAMINATING	£1.50 per A4 sheet £2.00 per A3 sheet
KEY CUTTING	£6.00 per key
MEETING ROOMS	See www.britainsenergycoast.co.uk/facilities/
FACSIMILE TRANSMISSIONS	Send: £1.00 plus 50p additional pages Receipt: 50p plus 30p additional pages