



We are happy to provide a quick, obligation-free quote for your job. Talk to Jan or Lyn

Our services include:

- Fax – local, STD, international – sending and receiving
- Print – laser copies - B/W and colour – A3 & A4
- Photocopy – B/W and colour – A3 & A4
- Typing – letters, reports, manuals, assignments, resumes, mail merge
- Excel spreadsheets
- CD or DVD burning or provide data on USB flash drive, photo scanning, data backups
- Invoicing
- Data Entry – surveys, data
- Report writing
- Postal Services – we can send parcels and letters anywhere

PRICE GUIDE (we can provide quotes for all jobs large and small)

FAX

First Page

- Local** \$1.00 1st page then 50c per page
- STD** \$2.50 1st page then 90c per page
- ISD** \$5.00 1st page then \$2.00 per page
- Incoming** \$0.50 per page - ALL

Emailing \$35.00 per hour

Typing & Word Processing \$35.00 per hour
Letters, Reports, Manuals, Assignments, Resumes, Mail Merge

Excel Spreadsheets

Invoicing

CD or DVD burning hourly rate plus \$3.00 per disk or \$10 per USB drive

Laser Printing from file

- A4 Black & White \$0.45 per page
- A3 Black & White \$1.00 per page
- A4 Colour \$1.30 per page
- A3 Colour \$2.50 per page

Photocopying

Black & White

- A4 1-100 \$0.20 each
- A4 100 + \$0.18 each
- A3 1-100 \$0.40 each
- A3 100 + \$0.30 each

Colour

- A4 1-100 \$1.30 each
- A4 100 + \$1.20 each
- A3 1-100 \$2.50 each
- A3 100 + \$2.00 each

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