

# DUKESBRIDGE HOUSE – READING

## FACILITIES & SERVICES LIST

### Office Hours

- 24 hours a day, 365 days a year
- Reception staffed Monday to Friday 8.30am – 6.00pm

### Secretarial and Administration

Centre staff is available to carry out a range of administration support services. These include:

- General word processing
- Filing
- Document preparation
- Database preparation, mail shots, e-mail campaigns
- Binding and laminating (plus materials)

All services are at a cost of £20.00 per hour (minimum 15 minutes)

### Postal Services

Post handling is included in the Business Services cost. In order for the post to be franked and posted the same day the post needs to be handed into reception no later than 4pm.

Postage franked or stamped by the client will be subject to an administration fee for completion of paperwork for recorded, special or registered post. Please note franking in excess of 50 pieces of mail per company will be regarded as a mail shot and is subject to an administration fee.

Postage for external or non Business Package subscribers will be subject to 20% handling fee.

### Telephone Handsets

All Avanta clients receive a Cisco 7960 black and white handset as part of their business services package. A colour handset is available at a monthly cost of £5.00 per person.

Telephone programming work can be provided to set up additional features on the handsets such as; hunt groups, pick up groups and call forwarding. More information can be found on our IT and Telecoms price list or from your Centre Manager.

Call recording and outbound CLI are also available, please speak to your centre team for more information.

### Handyman Services

Dukesbridge House has the use of a handyman service on a weekly basis. For clients wishing to hire the handyman, the rate is £40 per hour (minimum charge 15 minutes) subject to availability.

## IT Support Services

Avanta uses an in-house IT support service. Whether you need it for as little as 30 minutes or all day to assist with a large project, you'll be able to take advantage of the team's extensive IT knowledge and expertise. With the ability to help you remotely, or in-person, our IT team will be able to help you with everything from setting up a firewall to basic email troubleshooting problems - no request is too big or too small. Prices start from just £25 for 30 minutes.

In addition, we also provide a FREE consultation service where our IT technicians are happy to discuss any issues you may have. For further information please contact the Administration team or contact our IT support team on 0800 505 4202 or email [it-support@avanta.co.uk](mailto:it-support@avanta.co.uk)

## Meeting Rooms and Training Rooms

	Per hour	Per half day	Per full day
• 4 person meeting room	£15.00	£70.00	£98.00
• 8 person meeting room	£30.00	£110.00	£210.00
• 10 person meeting room	£40.00	£150.00	£280.00
• 20 person meeting room	£80.00	£300.00	£560.00

Note: Meeting rooms will be charged for the first half hour, thereafter in 15 minute increments.

- Tea or filter coffee with biscuits £2.50 per serving

**Day Delegate Packages available at £39 per person (full day) or £25 per person (half day) – minimum of 6 delegates and subject to dedicated room availability and include lunch and three servings of tea, coffee & biscuits.**

### Cancellation charges:

- 7 days or more 0%
- Between 3 – 6 days 50%
- Less than 48 hours notice 100%

## Catering

Avanta Reading is able to provide a full range of beverages, breakfasts, lunches and general corporate catering for your day to day business needs.

## Audio Visual Presentation Equipment

The following equipment is included within your room hire:

- White boards
- One flip chart
- Conference telephone (charges apply)

There is a full range of other equipment for hire as and when required, including the following:

	Hour	Half day	Full day
• Plasma screens	FREE	FREE	FREE
• LCD projector	£15	£15	£15
• Plasma	-	£45	£75
• Video conferencing	POA		

These can all be pre-booked in advance, subject to availability.

We can now supply a range of AV equipment if and when you need it, including laptops, Camcorders, PA sound equipment, role play equipment (TV/video combi, camcorder with tripod and mic) and much more. For more information, please visit the Avanta website ('Equipment & Catering' under the 'Meeting Rooms' tab).

### Additional Furniture and Sundries

For any additional office furniture or equipment please contact your Business Centre Manager. Avanta has key partnerships with suppliers in order to provide you with the latest range of products to choose from, please speak to your centre staff.

### Keys and Access Smart Cards

Two keys are provided per office and each company member is provided with one access card.

Thereafter for additional or replacement keys or lost access cards are £10.00 per item.

### Faxes

#### Incoming faxes:

- 10p per page for external clients
- No charge for internal clients

#### Outgoing faxes:

- 30p per page UK and national
- 50p per page international

### Photocopying

#### Black & White

A4 copies -	10p per copy (1 – 200 copies)* 8p per copy (200+ copies)* *only applies after clients' free monthly quota is exhausted.
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A3 copies -	14p per copy (1 – 200 copies) 10p per copy (200+ copies)
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#### Colour

A4 copies	55p per copy (1 – 200 copies) 50p per copy (200+ copies)
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A3 copies	80p per copy (1 – 200 copies) 70p per copy (200+ copies)
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### Binding and Laminating

Binding 1 - 20 pages	£1.50 per document
Binding 21 – 40 pages	£2.00 per document
Binding 41 + pages	£2.50 per document

Laminating	£1.50 per page
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### Car Parking

1 Monthly	£160
3 Monthly	£420
6 Monthly	£730
12 Monthly	£1200

Subject to availability (limit of 2 spaces per company)

**\*\* All prices quoted exclude VAT**

