

CHARLOTTE STREET

FACILITIES & SERVICES PRICE 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 are 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 4.00pm.

Postage franked or stamped by the client will be subject to an administration fee for completion of paperwork for recorded, special or registered post.

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.

Meeting Rooms and Board Rooms

In the event that the required size room is unavailable then you will be upgraded to a larger room and charged the smaller room rate

INTERNAL CLIENTS

	Per hour	Per half day	Per full day
• 6 person meeting Room	£24.00	£84.00	£148.00
• 12 person meeting room	£48.00	£180.00	£340.00
• 20 person meeting room	£100.00	£360.00	£700.00

- Tea or filter coffee with biscuits £2.50 per serving
- Flasks of tea/coffee for 10 persons £15.00
- 1litre bottle of still or sparkling water £1.50 each

Cancellation charges:

- Within 24 hours 50%
- On the day 100%

EXTERNAL CLIENTS

	Per hour	Per half day	Per full day
• 6 person meeting Room	£30.00	£105.00	£185.00
• 12 person meeting room	£60.00	£225.00	£425.00
• 20 person meeting room	£125.00	£450.00	£875.00
• Tea or filter coffee with biscuits	£3.00 per serving		
• Flasks of tea/coffee for 10 persons	£20.00		
• 1 litre bottle of still or sparkling water	£1.50		

Day delegate Rate from £49.00 per person – minimum of 6 persons

Cancellation charges:

- Within 24 hours 50%
- On the day 100%

Catering

Avanta Charlotte Street 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 board
- Flip chart
- Conference telephone
- Cisco 7960 handset
- Wireless internet access
- Notepads and pencils

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

	Hour	Half Day	Full Day
• Plasma screens	40	100	180
• LCD projector	25	65	95

All these are bookable in advance. For the latest range of equipment and rental prices please visit www.avanta.co.uk (client services)

Photocopying

The first 2000 black & white copies are included as part of the Business Service Package for internal clients, thereafter and for external clients the following rate applies:

Black & White

A4 copies-	-	10p per copy (1 – 200 copies) 8p per copy (200+ copies)
A3 copies-	-	14p per copy (1 – 200 copies) 10p per copy (200+ copies)

Colour

A4 copies-	-	55p per copy (1 – 200 copies) 50p per copy (200+ copies)
A3 copies-	-	80p per copy (1 – 200 copies) 70p per copy (200+ copies)

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

Faxes

No additional charge for incoming faxes. For external clients 10p per page to receive faxes.

30p per page UK and National and 50p per page International using the Charlotte Street fax machine, located on the ground floor.

Additional Furniture and Sundries

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

Keys and Access Smart Cards

Two keys are provided per office and each customer is provided with one access card. Thereafter for additional or replacement keys or swipe cards the cost will be £10.00.

Handyman Services

Handyman services are available at Avanta Charlotte Street for £25.00 per hour (minimum half hour charge). Clients wishing to book handyman services and/or any other general maintenance, please e-mail: recep.charlottest@avanta.co.uk
Handyman services are subject to availability.

**** All prices quoted exclude VAT**