

## Internet Usage

Up to 15 minutes	\$2.00
15 - 30 minutes	\$4.00
30 minutes to 1 hour	\$6.00
Laptop (own device)	As above rates

## Scanning

A4 scan and email/save	\$0.30 per page
A3 scan and email/save	\$0.60 per page
Copying/printing cost not included.	

## Laminating

Business card size	\$1.00
A4 size	\$2.00
A3 size	\$3.00
Copying/printing cost not included.	

## Secretarial works

15 minutes	\$11.00
15 - 30 minutes	\$22.00
1 hour	\$42.50
Printing/copy/scan costs not included.	

## Black & white copying

A5 single sided	\$0.15
A5 double sided	\$0.20
A5 over 150 copies single sided	\$0.05
A5 over 150 copies double sided	\$0.10
A5 nonstandard paper per side	\$0.30
A4 single sided	\$0.30
A4 double sided	\$0.40
A4 over 150 copies single sided	\$0.20
A4 over 150 copies double sided	\$0.30
A4 nonstandard paper per side	\$0.60
A3 single sided	\$0.60
A3 double sided	\$0.80
A3 over 150 copies single sided	\$0.50
A3 over 150 copies double sided	\$0.70

## Colour copying

A5 single sided	\$0.50
A5 double sided	\$0.75
A5 nonstandard paper per side	\$0.80
A5 over 150 copies single sided	\$0.40
A5 over 150 copies double sided	\$0.65
A4 single sided	\$1.00
A4 double sided	\$1.50
A4 nonstandard paper per side	\$1.60
A4 over 150 copies single sided	\$0.90
A4 over 150 copies double sided	\$1.40
A3 single sided	\$2.00
A3 double sided	\$2.80
A3 over 150 copies single sided	\$1.90
A3 over 150 copies double sided	\$2.70

## Room Hire

Room Hire (Includes Tea & Coffee, Whiteboard, TV Screen & Table Set Up)	\$20.00 p/hr (up to 3 hours)
	\$70.00 p/day
Late Cancellation Fee	\$20.00
Conference Room Internet Access	\$5.00 p/hr
	\$30.00 p/day

## Disk Services

CD & DVD Burning	\$3.00
------------------	--------

## Faxing

Fax first page	\$1.50
Per page thereafter	\$1.00

## Exam Supervision

Per hour	\$42.50
----------	---------

## Binding

A4 booklet 1-150 pages	\$3.50
A4 booklet over 150 pages	\$4.50

## Equipment Hire

Videoconferencing	\$50.00 p/hr
-------------------	--------------