

## PHOTOCOPY SERVICE

	<u>A4</u>	Quantity	<u>A3</u>
Black Only	50p	1	£1
Black Only	30p	2 - 9	60p
Black Only	15p	10 -49	30p
Black Only	10p	50 +	20p
Colour	£1	1	£2
Colour	70p	2 - 9	£1.75
Colour	50p	10 - 49	£1.25
Colour	40p	50 +	80p

## EMAIL PRINTING SERVICE

Documents can be printed from PDF, JPEG, PNG and Word (word saved as a PDF is easier for us) formats.

Cost to print are the same as photocopying above with a service charge of £1 administration per attachment to account for time spent on the service.

We reserve the right to quote if the request is complex and request payment in advance for these tasks.

Documents to print need to be emailed as attachments to

[mailbox@midwest-office.co.uk](mailto:mailbox@midwest-office.co.uk)

The office is not always manned so if urgent please phone to check when it can be printed. 01935 814225

There are no email print services available on Saturdays