

CTP Administration Services Price List

Valid from 1 July 2009

Service	Prices
Faxes	
Local outgoing faxes	\$ 1.12 for the first page plus 75 cents per page for additional pages
Interstate outgoing faxes	\$ 1.70 for the first page plus \$1.12 per page for additional pages
International outgoing faxes	\$ 5.05 for the first page plus \$1.70 per page for additional pages
Incoming faxes	\$0.38 cents per page
Photocopying Black & White A4 or A3	
Number of copies	
The first 1 - 100 copies per week	17 cents per page
> 101 & < 1000 copies per week	16 cents per page
> 1001 & < 2000 copies per week	14 cents per page
> 2000 copies per week	12 cents per page
Printing Black & White	
Single sided A4 documents	70 cents per page
Laminating	
A4	\$1.90 per sleeve
If tenant provides laminating pouches	90 cents per sleeve
Binding (Ring/ Heat)	
A4 Document up to 50 pages	\$ 3.95 per book
Office Support	
Receptionist labour cost, to be incurred if the receptionist is requested to undertake administrative tasks on tenant's behalf.	\$ 38.72 per hour, charged in 6 minute intervals
Administrative tasks include but are not limited to sorting, stapling, packing documents, document processing, organising couriers, photocopying, binding and laminating.	

ALL PRICES INCLUDE GST

20

Stationery Stocked at Reception

Valid from 1 July 2009

Service	Prices
<u>Paper</u>	
A4 Ream	\$8.90 per ream
A3 Ream	\$15.60 per ream
<u>Envelopes</u>	
DL Self-Seal	60 cents per envelope
C4 Self-Seal	\$1.50 per envelope
C5 Self-Seal	90 cents per envelope
Manilla Folders	55 cents per folder
Plastic Sleeves	32 cents per sleeve
Transparencies	\$1.30 per sheet
<u>Express Post Envelope</u>	
A3 Max weight 3kg	\$12.00 per envelope
Stamps	55 cents per stamp

PLEASE NOTE:

Reception can organise your stationery requirements through our supplier COS (Complete Office Supplies). Should you require this service, you will be charged the rate COS charges us plus a 10% administration fee.