

BROMLEY BUSINESS CENTRE
PRICE LIST – CURRENT AT 1.2.2011

- Word Processing

Letters £5.00 per A4 page or part

CV £25 (five copies)
(extra copies £0.10 per copy)

Reports, Theses,
Spreadsheets,
Quotations,
Invoices Subject to quotation

- Telephone Hosting

Telephone answering £40.00 per month
(via our main number)

Telephone answering £45.00 per month
(own phone)
(client is responsible for installing own
line and phone and rental charges)

- Mailing Address

Mail Collection £40.00 per month

Mail Forwarding £50.00 per month
(UK address) plus postage at cost

- Mailing and Telephone Combined

Mail Collection and £55.00 per month
Telephone answering
(via our main number)

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| Mail Collection and answering of clients own telephone | £65.00 per month |
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- Fax Service
 - To UK number £2.00 per A4 page
 - To Overseas number £ subject to destination
 - Receiving incoming fax £1.00 per A4 page
 - E-Mail
 - Sending per 500 words (or part thereof) £3.00
 - Receiving (including Print-off up to five pages- £0.10 per page thereafter) £1.00
 - Digital Photos and Web Hosting

Please phone or email for current prices

PLEASE NOTE THAT MAIL AND TELEPHONE SERVICES REQUIRE THE COMPLETION OF AN APPLICATION FORM (WHICH CAN BE DOWNLOADED [HERE](#)) AND TWO MONTHS DEPOSIT