

SERVICES

FACILITIES MANAGEMENT

PROJECT MANAGEMENT

Services free of charge to contract completion only.
£100 per hour thereafter

FLOOR BOXES

New floor box
Price on application

Movement of existing floor box
£120

HANDYMAN

Labour costs £25 per hour
for all maintenance requirements

BRANDING OPPORTUNITIES

SIGNAGE BOARD WELCOME MESSAGE

Scrolling welcome message across the base of our signage board.
£25.00 per month

SIGNAGE BOARD REVOLVING ADVERT

30 second advert to play on the signage board every 5 minutes - from supplied file.
£50.00 per month

SIGNAGE BOARD REVOLVING LOGO

Revolving logo and strapline (message) on the building signage board.
£20.00 per month

INTERNAL PLASMA FULL SCREEN ADVERTISING

Site your revolving ad, logo or message on a 50" plasma within reception public area.
Exclusive 8am - 9.30am and thereafter revolving.
£25.00 pcm

EXTERIOR WINDOW WELCOME SCREEN

Full window welcome message on our window TV projector screens. Exclusive 8am - 9.30am and thereafter revolving.
£400.00 pcm

DIRECTIONAL MAP

Directional map to the building, printed or provided as a pdf with your company logo.
£10.00 per pdf + photocopier print cost

VISITORS BADGES

Have your company logo on your delegate or visitors building name badge.
£0.35 per badge

FRONT OF HOUSE

ACCESS TO SHOWERS

Free of charge - just ask

FLOWERS

Delivery to your office or an address.
Price on application

NEWSPAPER

Delivered daily to your office.
£5.00 per month handling charge
+ cost of publication

LOCKERS

24 hr
£3.00 + £5.00 returnable deposit
1 week
£15.00 + £5.00 returnable deposit
1 month
£40.00 + £5.00 returnable deposit

VIRTUAL CONCIERGE BOOKINGS

For venues or booking outside our network.
Fee of £5.00 to locate your booking

At Stonemartin we provide exceptional service, exclusively inclusive pricing packages and a range of opportunities and products to put the finishing touches to your events. Here you will find all of the prices for every service and product we have to offer.

To find out more call 0844 880 2271 or visit www.stonemartin.com

BUSINESS AND REPROGRAPHIC SERVICES

OUTPUT FROM DISK

A4 - Colour
Initial setup charge of £5.00
£0.40 per copy

A3 - Colour
Initial setup charge of £5.00
£0.60 per copy

A4 - B&W
Initial setup charge of £5.00
£0.08 per copy

A3 - B&W
Initial setup charge of £5.00
£0.11 per copy

PHOTOCOPYING BY CENTRE TEAM

£3.00 per 15 minutes + copy cost

PHOTOCOPYING COLOUR

A4 £0.40 per copy
A3 £0.60 per copy

PHOTOCOPYING B&W

A4 - 0-500 copies £0.08 per copy
A4 - 500-1000 copies £0.05 per copy
A4 - 1000+ copies £0.03 per copy
A3 - 0-500 copies £0.11 per copy
A3 - 500-1000 copies £0.08 per copy
A3 - 1000+ copies £0.05 per copy

FAXING - INCOMING

£0.08 per page

FAXING - OUTGOING

UK £1.00 per page
Europe £1.50 per page
North America £2.00 per page
Rest of the World £2.50 per page

BINDING

Finished document with back, front and comb. (Documents 20pp+ POA.)
£2.00 per document

FRANKING

Cost of Postage + 20%

LAMINATING

A4 £0.80 per sheet
A3 £1.00 per sheet

SECRETARIAL SUPPORT

Dictation, typing, filing and mail merge.
From £20.00 per hour

SECURE ACCESS CARDS

Lost / Additional cards, £15.00 per card

SCANNING TO EMAIL, IMAGE, PRINT OR PDF

£1 per page, larger jobs quoted separately

COURIER

Arranged and picked up from reception.
Price on application

CONFERENCE ROOMS

DAY DELEGATE RATE

Rate inclusive of room, refreshments as agreed and note pads.
Cost per person, from £75.00

HALF DAY ROOM RATE

Cost based on three people, from £100.00

FULL DAY ROOM RATE

Cost based on three people, from £185.00

EQUIPMENT HIRE

	FROM
ISDN	£15.00
Broadband/Wi-Fi	£15.00
Video Conferencing	£150.00
Data Projector	£75.00
PA System (& microphone)	£210.00
Smart Board	POA
TV/Video/DVD	£60.00
Laptop	£90.00
OH Projector	£60.00
CD Player	£50.00
Screen 6ft	£45.00
Plasma Screen	£165.00
Camcorder	£100.00
Microphone	£50.00
Staging (per 2m x 1m)	£80.00
Lectern	£50.00
AV Delivery & Collection	£26.00
AV Delivery & Collection (London)	£48.00

IoD hub DISCOUNTS

IoD MEMBERS

10% discount for IoD members on meeting rooms and training

SAME DAY REDUCED BOOKINGS

Up to 25% discount for same day bookings.
Subject to availability

24 HOUR DAY DELEGATE

Discounts on local hotels and restaurants booked through Concierge

STORAGE

£55.00 per month per storage cage, subject to availability

FURNITURE

Prices available on request

CATERING

Prices available on request

OFFICE SUPPLIES

Stonemartin have formed a partnership with Office Gold to provide you with all your office supplies. Offering extremely competitive prices you can order online and receive next day delivery with no minimum order or delivery charges. Just some of the services we can offer you are listed below. To find out more or to start ordering please visit email stationery@stonemartin.com or call 0870 428 9999.

DESIGN AND PRINT

Our design and print house can offer letter heads, business cards, and brochures for your company. We can also advise on design and artwork if required. We can offer an e-print solution too for ordering your business cards on line. Information and prices on request

I.T. CONSUMABLES

Our supplier will advise and deliver all of your I.T. Consumables including Hardware and Software at very keen prices. We have numerous suppliers to ensure our costs are kept constantly low to you. All of these items can be ordered with your office supplies and delivered next day at no extra charge. Prices on request

CORPORATE GIFTS

Logos on gifts for customers and marketing. Details and pricing on request

CORPORATE SHREDDING

Our supplier will collect destroy and dispose of your Confidential Waste in a secure environment. We will supply a Destruction Certificate to you afterwards. Prices on request

DOCUMENT ARCHIVING FACILITIES

Collection, Storage and return. We offer secure warehousing and a cataloguing service for all of your archiving needs. Details and pricing on request

The information and prices printed are believed to be correct at the time of print - Sept 2008.
All prices exclude VAT. Stonemartin reserve the right to change or alter the prices at any time without prior written notification. E&OE.

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