

| SUPPLIES January 2023 | | |
|---|------------------|--------------------------|
| Stationery | Volume | Total to customer |
| Flipchart Pads | N/A | £8.47 |
| Laminating Pouches | A4 | £0.22 |
| Laminating Pouches | A3 | £0.28 |
| Dividers (12 Part) | A4 | £2.04 |
| Paper Clips (1000) | N/A | £7.37 |
| Staples (5000) Box of 3 | N/A | £2.68 |
| Post it notes 1 pad | 76mm x 76mm | £1.32 |
| Sellotape - per roll | 25mm x 66 | £1.65 |
| Punch pockets - per pocket | A4 | £0.11 |
| Envelope | DL Packet of 250 | £0.17 |
| Envelope Plain White | C4 (A4) Pkt 25 | £0.28 |
| Envelope (1) | C5 (A5) | £0.22 |
| Envelope (1) | A4 Backed | £1.92 |
| Envelope (1) | A4 Expandable | £1.92 |
| Envelope (1) | A5 Bubble | £0.22 |
| Envelope (1) | A4 Bubble | £0.28 |
| Paper (500) | A4 | £5.50 |
| Paper(500) | A3 | £7.15 |
| Confidential Waste Bags | per bag | £6.00 |
| PHOTOCOPYING | Volume | Total to customer |
| A4 Black and White | Single Sided | £0.07 |
| A3 Black and White | Single Sided | £0.13 |
| A4 Colour | Single Sided | £0.13 |
| A3 Colour | Single Sided | £0.18 |
| A4 Black and White | Double | £0.13 |
| A3 Black and White | Double | £0.26 |
| A4 Colour | Double | £0.26 |
| A3 Colour | Double | £0.35 |
| Services other | | Total to Customer |
| Admin Services (Billed to every 15 mins) | Per hour | £14.00 |
| Binding per folder (includes materials and Admin) | N/A | £3.50 |
| Mail shot Internal Tenants/Virtuals | Free | Free |
| Mail shot External | Per 50 | £10.00 |
| Disposal of Furniture | | POA |
| IT and Telephony | | Total to customer |
| Wi-Fi code | Weekly | £5.00 |
| Additional VOIP Handset | Monthly | |
| Network Cables | each | £7.50 |
| Access Point | Starting from | £75.00 |
| Add Hoc IT support (1 hour minimum) (provided by Kinetic IT) | per hour | £55.00 |
| IT Monthly support package* (under 3 people) (provided by Kinetic IT) | Monthly | £50.00 |
| IT Monthly support package* (under 3-5 people) (provided by Kinetic IT) | Monthly | £75.00 |
| IT Monthly support package* (under 50-10 people) (provided by Kinetic IT) | Monthly | £100.00 |
| IT Monthly support package* (10 people plus) (provided by Kinetic IT) | Monthly | POA |
| Office Cleaning | | Total to Customer |
| 2/3 Person Office | Per Clean | £14.00 |
| 3/4 Person Office | Per Clean | £20.00 |
| 4 + | Per Clean | £28.00 |
| Cleaning & Housekeeping | | Cost |
| Hoover | Per Use | £2.20 |
| Paper Towels | Bundle | £2.20 |
| All Purpose Cleaner | Per bottle | £2.20 |
| Glass Cleaner | Per bottle | £2.20 |
| Refuge Swing Bags | Each | £0.33 |
| Swing Bin Liners | Each | £2.20 |
| Air Freshner | Each | £2.20 |
| Hoover Bags | Each | £1.10 |

*please refer to Tenant Information Pack for specifics included in Monthly IT package

All prices are exclusive of VAT