

RATES BUSINESS SERVICES

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The Business Services team at Technology Park Adelaide can assist both in-house and external clientele with all their administrative needs. The onsite team of professional and friendly staff are available to perform regular or last minute tasks whenever needed. Services are available with quick turnaround times and no minimum charge applies.

Standard services available include:

- Photocopying (black and white or full colour)
- Laser printing (black and white or full colour)
- Faxing
- Scanning
- Filing preparation
- Mail franking
- Couriers and registered post management
- Laminating
- Binding.

A range of basic stationery is also available to purchase including Australia Post items such as Express Post envelopes.

All prices are GST inclusive. All prices are subject to change without notice.



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Paper Products

- A4 paper \$5.60 ream
- A3 paper \$17.35 ream
- A4 lined writing pad \$3.30
- Post-it-notes (73 x 73mm yellow) \$2.45
- Post-it-notes (73 x 123mm yellow) \$3.20
- 120pg A4 note book \$2.40
- 240pg A4 note book \$4.30

Writing Instruments

- Bic pen (red, blue or black) \$0.45
- Pencil \$0.80
- Highlighter \$1.20
- Whiteboard marker \$2.00
- Permanent marker (black or red) \$3.45

Miscellaneous

- Tissues \$1.85 box
- Lever arch folder \$5.50
- Scotch double stick tape \$4.20 roll
- Packing tape \$4.40 roll
- Eraser \$1.95
- Staples 26/6 5000 \$3.40 1000pk
- Correction tape \$3.55
- Liquid paper pen \$5.70

- Coloured paper (loose sheets) \$0.15
- Bulldog clip 19mm \$1.15
- Glue stick \$2.15
- CD-R disk \$0.55
- CD-RW disk \$2.60
- CD pocket \$2.35
- Plastic A4 sheet protector \$0.50
- Bubble wrap \$42.75 roll
- Marbig white dividers 5 Tab \$1.20
- Marbig white dividers 10 Tab \$2.05
- Manilla folder (foolscap) \$0.40
- Coloured manilla folder (foolscap) \$1.20
- AAA batteries \$14.10 4pk
- AA batteries \$12.95 4pk
- Labelling machine (borrow) \$6.00 one cost

Express Postage Mailouts

- C5 document (A5) \$6.50
- B4 document (A4) \$7.70
- 500g satchel \$11.05
- 3kg satchel \$15.05
- 5kg satchel \$25.00
- No 1 padded A5 \$0.80
- No 4 padded A4 \$1.60
- No 7 padded A3 \$2.65
- Tough bag (216x275mm) \$1.20
- Tough bag (241x338mm) \$1.30
- Tough bag (304x435mm) \$1.55
- CD mailer \$1.20

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Binding

- Binder covers (black, white or clear) \$0.40
- Coils (black or white)
 - 6mm \$0.20
 - 8mm \$0.25
 - 10mm \$0.25
 - 12mm \$0.25
 - 14mm \$0.30
 - 16mm \$0.30
 - 20mm \$0.30
 - 25mm \$0.40
 - 32mm \$0.45
 - 38mm \$0.45
 - 51mm \$0.60

Unibind Steelbinding Systems

- 5mm (1-10pgs) \$1.90
- 5mm (10-25pgs) \$1.95
- 5mm (25-40pgs) \$2.00
- 7mm (40-55pgs) \$2.10
- 9mm (55-75pgs) \$2.10
- 12mm (75-100pgs) \$2.40
- 15mm (100-130pgs) \$2.80
- 18mm (130-160pgs) \$2.90
- 21mm (160-190pgs) \$3.00
- Unibind 1x document (secretarial service) \$0.60

Laminating

- A5 Laminating pouch (100 micron) \$0.80
- A5 Laminating pouch (125 micron) \$1.00
- A5 Laminating pouch (125 micron) \$1.65

Colour Photocopying & Printing

- A4 single sided \$1.10 per page
- A4 double sided \$1.60 per page
- A3 single sided \$2.00 per page
- A3 double sided \$2.80 per page

B&W Photocopying & Printing

- A4 single sided \$0.20 per page
- A4 double sided \$0.30 per page
- A3 single sided \$0.50 per page

Scanning

- Scan and email \$1.10 per page
- Scan and email \$1.60 per doc

Facsimile

- Incoming \$0.50 per page
- Outgoing \$0.80 per page
- Interstate \$2.05 per page
- Secretarial services \$35.00 per hour
- Word processing and data entry \$35.00 per hour
- Courier +16% per job

Australia Post Pickup until 4:00pm

- Standard DL \$0.95
- Large letter as per weight of item
- Parcel and registered post as per weight of item
- Overseas as per weight of item

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