

## RATES BUSINESS SERVICES

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### OVERVIEW

### FLOOR PLANS

### RATES

#### ROOM HIRE

#### FOOD & BEVERAGE

#### **BUSINESS SERVICES**

#### AUDIO VISUAL

### MAPS

#### LOCATION

#### PRECINCT

### CONTACT

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)
- 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.



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

### Paper Products

- A4 paper \$6.90 ream
- A3 paper \$17.50 ream
- Post-it-notes colour PK5 (76 x 76mm) \$6.10
- Post-it-notes yellow - PK12 (76 x 127mm) \$5.75
- 240pg A4 note book \$1.85

### Writing Instruments

- Bic pen (red, blue or black) \$0.40
- Pencil \$0.25
- Highlighter \$1.45
- Whiteboard marker \$1.00
- Permanent marker (black or red) \$0.60

### Miscellaneous

- Tissues \$2.60 box
- Lever arch folder \$4.20
- Scotch double stick tape \$8.10 roll
- Packing tape \$2.70 roll
- Eraser \$0.30
- Staples 26/6 \$1.10 5000 pack
- Correction tape \$2.70
- Liquid paper pen \$2.70

- Foldback clip 19mm Box 12 \$0.45
- UHU Glue stick \$0.80
- CD-R disk \$0.30
- DVD-RW disk \$0.50
- Jewel Cases 4 pack \$1.25
- Plastic A4 sheet protector Box 100 \$2.80
- Bubble wrap \$42.65 roll
- **Winc**white dividers 5 Tab \$0.90
- Marbig white dividers 10 Tab \$1.65
- Manilla folder (foolscap) \$0.10
- Coloured manilla folder (foolscap) \$0.20
- AAA batteries each \$0.30
- AA batteries each \$0.30
- Labelling machine (borrow) \$6.00 one cost

### Express Postage Mailouts

- C5 document (A5) \$9.00
- B4 document (A4) \$10.70
- Small satchel \$14.60
- Medium satchel \$19.10
- Large satchel \$26.20
- Extra large satchel \$31.10
- No 1 padded A5 \$0.80
- No 4 padded A4 \$1.40
- No 7 padded A3 \$2.85



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### Coil Binding

- Binder covers incl. front & back covers (black, white or clear)
- 1 - 49 pages \$3.50
- 50 - 99 pages \$4.50
- 100+ pages \$5.50

### Unibind Steelbinding Systems

- 1mm (1-10pgs) \$2.20
- 3mm (10-25pgs) \$2.25
- 5mm (25-40pgs) \$2.30
- 7mm (40-55pgs) \$2.45
- 9mm (55-75pgs) \$2.60
- 12mm (75-100pgs) \$2.80
- 15mm (100-130pgs) \$3.40
- 18mm (130-160pgs) \$3.50
- 21mm (160-190pgs) \$3.60

### Laminating

- A5 Laminating pouch \$1.00
- A4 Laminating pouch \$1.50
- A3 Laminating pouch \$2.50

### Colour Photocopying & Printing

- A4 single sided \$0.85 per page
- A4 double sided \$1.65 per sheet
- A3 single sided \$1.65 per page
- A3 double sided \$3.50 per sheet

### B&W Photocopying & Printing

- A4 single sided \$0.25 per page
- A4 double sided \$0.45 per page
- A3 single sided \$0.45 per page

### Scanning

- Scan and email \$1.00 per page
- Scan and email (documents of 20+ pages) price on application

- Secretarial services \$35.00 per hour
- Word processing and data entry \$35.00 per hour
- Courier +16% per job

### Australia Post Pickup until 3:00pm

- Standard DL as per standard letter
- Large letter as per weight of item
- Parcel and registered post as per weight of item
- Overseas as per weight of item

