

### LIBRARY CHARGES FOR IMAGING SERVICES

	A4 (per page)	B4 (per page)	A3 (per page)	General notes
Scans	from <b>80p</b> (including print)	n/a	n/a	Prints from material already scanned: <b>25p per page</b> Edited, colour and high resolution scans from <b>£1 per image</b> Transference of scans to CD : <b>£3</b>
Photocopying (single sided, black and white copies)	<b>30p</b>	<b>35p</b>	<b>40p</b>	Double rates for double-sided copying

All scanning jobs now carry a minimum payment of £20 for 1-20 copies. Thereafter the 80p charge applies for further pages. All printing jobs involving postage will incur a minimum handling charge of **£2.50** for small parcels (less than 25 pages) and **£5** for larger jobs. This handling charge will include the price of postage except for very large parcels which will be weighed and costed accordingly *plus* the minimum handling charge. Credit card payments are accepted.