

## Voluntary Action Elmbridge

### Charges for services & use of equipment

As at 27 August 2009

Item	Charges
IT Equipment	Free
Laminator	20p per A4 sheet 40p per A3 sheet
Meeting Room	£5 per hour plus 50p per head for refreshments (Tea, coffee, biscuits & soft drinks)
Photocopier A4	Single sided 3p per page Double sided 5p per page
Photocopier A3	Single sided 5p per page Double sided 10p page
Colour Inkjet Printing	18p per single sided A4 sheet
Use of an Office	Free as available
Power Point Projector	Free but £100 returnable deposit required *
Laptop	Free but £100 returnable deposit required *
Screen	Free but £100 returnable deposit required *
Trestle Table (5ft, folding)	Free but £25 returnable deposit required *
Additional items	Ask Office Manager for other services

\* Deposit required if equipment is to leave VAE premises.