

## Pricing...

|                            | Price Per Item (Pence) |
|----------------------------|------------------------|
| <b>Copies</b>              |                        |
| A4 & A3 Black              | 0.06 (6p)              |
| A4 & A3 Colour             | 0.065 (6 ½p)           |
| <b>A4 Paper &amp; Card</b> |                        |
| White Paper                | 0.00464                |
| White Card                 | 0.028885               |
| Colour Paper               | 0.0088                 |
| Colour Card                | 0.02283                |
| <b>A3 Paper &amp; Card</b> |                        |
| White Paper                | 0.0096                 |
| White Card                 | 0.05777                |
| Colour Paper               | 0.0182                 |
| Colour Card                | 0.0457                 |
| <b>General</b>             |                        |
| Staples                    | 0.005                  |
| Cuts                       | 0.25                   |
| Folds                      | 0.010                  |
| <b>Comb Binding</b>        |                        |
| Size 8                     | 0.03                   |
| Size 10                    | 0.16                   |
| Size 12                    | 0.21                   |
| Size 14                    | 0.23                   |
| Size 16                    | 0.30                   |
| Size 19                    | 0.31                   |
| Size 22                    | 0.47                   |
| Transparency               | 0.09                   |
| <b>Laminating</b>          |                        |
| A4                         | 0.04                   |
| A3                         | 0.13                   |
| Large                      | 0.50                   |
| <b>Booklets/Pads Etc</b>   |                        |
| Booklets                   | 0.05                   |
| Pads                       | 0.10                   |
| NCR – set of 2             | 0.032                  |
| Slide Binders              | 0.15                   |
| Plastic Pockets            | 0.01                   |

## Pricing continued...

Please note that 5% needs to be added to these prices to reflect administration costs. Prices have to be decimalised as rounding up increases the cost significantly

The pricing list can be used to calculate the cost of your print job - if you are unsure that you have worked it out correctly then please email [printroom@southsomerset.gov.uk](mailto:printroom@southsomerset.gov.uk).

If the printing is for an organisation outside of SSSC, VAT may be applicable. There is a minimum charge of £5 regardless of size of job. Prices from October 2016.

### Contact Us

More information is available from:

✉ Printroom, South Somerset District Council, Brympton Way, Yeovil, Somerset, BA20 2HT

💻 [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

☎ 01935 462462  
(8.45am to 5.15pm Monday to Friday)

💻 [printroom@southsomerset.gov.uk](mailto:printroom@southsomerset.gov.uk)

Published by:  
South Somerset District Council,  
Brympton Way, Yeovil,  
Somerset  
BA20 2HT

☎ 01935 462462  
💻 [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)



# Print Services

**Provided by South  
Somerset District  
Council**



*Making a difference where it counts*  
[www.southsomerset.gov.uk](http://www.southsomerset.gov.uk)

## Your needs...

Our Printroom staff will ensure that all your printing needs are met and finished to the highest standard.

When quoting for a new job, we will always consider:

- The quality
- The finish
- Your requirements
- All the options available to you

We will suggest the best way to present your document and we will offer a competitive rate for the work.

Samples, quotations or further information are available from the Printroom team who can be contacted on [printroom@southsomerset.gov.uk](mailto:printroom@southsomerset.gov.uk).



*Our friendly Printroom staff are always happy to advise you*

## Print options...

You may know how you want your document presented but if you are unsure here are some options that we can provide for you:

- Black & white or coloured printing on A5, A4 and A3 paper and card
- A wide variety of A4 coloured paper and card
- Specialised glossy ink and white ink printing on dark coloured paper.
- NCR paper (carbonless paper in sets with a white top copy and yellow duplicate, with or without numbering)
- Many different types of documents including fliers, newsletters and programmes



Other Colour options are available

## Samples

Samples are available upon request free of charge and if your requirements change from the original request and you need a second sample we can provide that also free of charge.

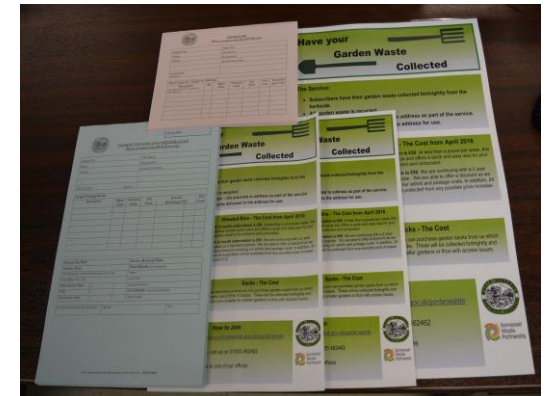
## Print finishes...

### Your document can be

- Stapled
- Hole punched
- Laminated

### We can make

- Glued pads of paper
- Folded and stapled booklets
- Spiral or slide bound documents



## Collection

When your printing is ready for collection you can collect it from the reception desk at our Brympton Way office in Yeovil between 8.45am - 5.15 Monday to Thursday and Friday 8.45am - 4.45pm