

## Accounts & Payroll

Verification of Accounts	M	N M
Cost includes up to 2hours work. (Additional hours will be charged at £15 per hour)	£50	£70

Payroll	M	N M
We are happy to quote for Payroll Services. Cost dependant on number of employees	On Request	On Request

## Other Services

Other services Voluntary Action Lochaber offer include the following:

Raffle Licence  
£5 per raffle

Funderfinder

Help with  
Charitable  
Status

Administration  
Support

Training

Book  
Keeping  
Service

Constitutions

Information on  
OSCR

Business Plan  
Support



Lochaber Childcare & Family Resource Partnership

LOCHABER TOY LIBRARY

Toy Library Membership: £1

Opening Times: Mon - Fri, 10am - 1pm, 2pm - 4pm

Would you like any more information on our services?  
Give the office a call!

Voluntary Action Lochaber, An Drochaid, Claggan Road, Fort William, PH33 6PH  
Tel/Fax: 01397 706044  
Company Limited by Guarantee No. 179048 Registered in Scotland  
Scottish Charity Number SC020740



VOLUNTARY ACTION LOCHABER  
BUIDHEANN SAOR-THOILEACH LOCHABAIR

# PRICE GUIDE

Voluntary Action Lochaber

Office Opening Hours

Monday - Thursday 9am - 5pm

Friday 9am - 4.30pm

Office closed 1pm - 2pm daily



Prices for Members, Associate Members  
and Non-Members

Effective from March 2010

Price lists previous to this are not valid

## Office Services

Key: **M** - Member (£12/year),  
**AM** - Associate Member (£15/year), **NM** - Non Member

Black & White Photocopies	White paper		Colour Paper		
	M	NM	M	NM	
A4 Single Sided	6p	10p	10p	15p	
A4 Double Sided	12p	20p	18p	30p	
A3 Single Sided	15p	25p	On Req	On Req	
A3 Double Sided	30p	50p	On Req	On Req	
Colour Photocopies	White paper		Colour Paper		
	M	NM	M	NM	
A4 Single Sided	24p	35p	34p	45p	
A4 Double Sided	48p	70p	58p	90p	
A3 Single Sided	50p	60p	On Req	On Req	
A3 Double Sided	£1	£1.20	On Req	On Req	
Comb Binding	4.5 mm	8 mm	9.5 mm	12.5 mm	15.5 mm
M	30p	60p	70p	80p	£1
NM	40p	70p	80p	90p	£1.10
Laminating	A5	A4	A3	Postage Franking (Members Only)  2p added to each envelope.	
M	35p	55p	85p		
NM	45p	65p	95p		

Desktop Publishing & Type-setting	M	NM
Cost per Hr	£12	£18

Faxing	M	NM
Cost to Send	60p	80p
Cost to Receive (for 2 sheets, 10p per sheet there after)	30p	40p

## Room Hire

Room	Hourly Rate			Daily Rate		
	M	AM	NM	M	AM	NM
Conference	£11	£13	£15	£60	£70	£80
Meeting	£8	£10	£11	£45	£50	£60
Rec Room	£10	£11	£13	£60	£70	£75

Catering for Room Hire	M, AS & NM
Tea & Coffee per head	75p
Biscuits per head	30p
Sandwiches per head	£2.50
Sandwiches & T&C per head	£3.25
Soup & sandwiches per head	£4.85
Cakes & Tarts	From £1.50

Monday - Thursday bookings available until 7pm.  
 Bookings out with these times *by arrangement only*.

## Room Cancellation Policy

- Rooms cancelled within 5 days incur a 10% fee on all services reserved.
- Rooms and/or catering cancelled within 24 hours will be charged for in full.