

Business Cards

Laminated Gloss or Matt - 400gsm card

Single Sided

| | | |
|------|--------|---------|
| 100 | £40.00 | £50.00 |
| 250 | £50.00 | £65.00 |
| 500 | £65.00 | £80.00 |
| 1000 | £90.00 | £100.00 |

Double Sided

Letterheads & Compliment Slips

Printed onto uncoated Navigator 120gsm white paper

Letterheads

| | | |
|------|---------|--------|
| 250 | £50.00 | £40.00 |
| 500 | £70.00 | £50.00 |
| 1000 | £100.00 | £60.00 |

Compliment Slips

Full Colour Leaflets

A5 Printed onto 170 gsm

A6 Printed onto 300gsm

Single Sided

| | A5 | A6 | A5 | A6 |
|------|---------|---------|---------|---------|
| 50 | £22.00 | £20.00 | £27.00 | £25.00 |
| 100 | £32.00 | £28.00 | £38.00 | £35.00 |
| 250 | £44.00 | £40.00 | £50.00 | £47.00 |
| 500 | £55.00 | £49.00 | £70.00 | £55.00 |
| 1000 | £75.00 | £65.00 | £95.00 | £75.00 |
| 2000 | £105.00 | £80.00 | £125.00 | £98.00 |
| 5000 | £185.00 | £140.00 | £210.00 | £165.00 |

A4 Col Copies S/S D/S

A4 folded/Col to A5 or 1/3 A4

A3 folded/Col to A4 or 6pp

| | | | | |
|------|---------|---------|---------|---------|
| 500 | £85.00 | £100.00 | £135.00 | £190.00 |
| 1000 | £110.00 | £145.00 | £185.00 | £265.00 |
| 2000 | £177.00 | £200.00 | £230.00 | £385.00 |
| 5000 | £350.00 | £380.00 | £430.00 | £600.00 |

*Full-colour - Printed onto 170 gsm and either roll folded,
z-folded or folded in-half*

Artwork from £15

NCR Forms / Pads B/W

*Carbonless sets - invoices, despatch notes etc.
Loose sets or padded, with/without sequential numbering
2-part (white/yellow), 3-part (white/yellow/pink)*

2-Part A4 NCR Pads (50 sets per pad)

| | |
|------------|---------|
| 1 A4 pad | £20.00 |
| 5 A4 pads | £82.00 |
| 10 A4 pads | £145.00 |
| 20 A4 pads | £245.00 |

2-Part A5 NCR Pads (50 sets per pad)

| | |
|------------|---------|
| 2 A5 pads | £25.00 |
| 4 A5 pads | £44.00 |
| 10 A5 pads | £76.00 |
| 20 A5 pads | £132.00 |

3-Part A4 NCR Pads (40 sets per pad)

| | |
|------------|---------|
| 1 A4 pad | £23.00 |
| 5 A4 pads | £108.00 |
| 10 A4 pads | £200.00 |
| 20 A4 pads | £320.00 |

3-Part A5 NCR Pads (40 sets per pad)

| | |
|------------|---------|
| 2 A5 pads | £26.00 |
| 4 A5 pads | £48.00 |
| 10 A5 pads | £110.00 |
| 20 A5 pads | £185.00 |

NCR Forms / Pads Col

2-Part A4 NCR Pads (50 sets per pad)

| | |
|------------|---------|
| 1 A4 pad | £25.00 |
| 5 A4 pads | £120.00 |
| 10 A4 pads | £180.00 |
| 20 A4 pads | £320.00 |

2-Part A5 NCR Pads (50 sets per pad)

| | |
|------------|---------|
| 2 A5 pads | £29.00 |
| 4 A5 pads | £55.00 |
| 10 A5 pads | £120.00 |
| 20 A5 pads | £210.00 |

3-Part A4 NCR Pads (40 sets per pad)

| | |
|------------|---------|
| 1 A4 pad | £30.00 |
| 5 A4 pads | £140.00 |
| 10 A4 pads | £240.00 |
| 20 A4 pads | £370.00 |

3-Part A5 NCR Pads (40 sets per pad)

| | |
|------------|---------|
| 2 A5 pads | £35.00 |
| 4 A5 pads | £62.00 |
| 10 A5 pads | £140.00 |
| 20 A5 pads | £250.00 |

Artwork/form creation from £15.00

Calendars

Printed On 160gsm

| | A4 | A3 |
|-------|-------|-------|
| 01 | £8.95 | £9.95 |
| 02-05 | £7.95 | £9.50 |
| 06-10 | £6.95 | £8.95 |
| 11-20 | £5.95 | £7.95 |
| 21+ | £5.50 | £7.50 |

Christmas Cards

*Printed on 350gsm White Card
Prices include White Envelope*

| | A5 | A6 |
|-----|--------|--------|
| 20 | £20.00 | £18.00 |
| 50 | £44.00 | £36.00 |
| 75 | £56.00 | £46.00 |
| 100 | £64.00 | £56.00 |

Binding

*Wiro Binding / Plastic Binding / Coil Binding
Prices Include Plastic Acetate Cover and Card Backing
Customers own binding £5.00 each*

| | | |
|--------|------------------|-------|
| Small | (upto 20 sheets) | £3.50 |
| Medium | (upto 40 sheets) | £4.00 |
| Large | (upto 80 sheets) | £4.50 |

Discount on more than 10 books

Laminating

Individual sheets encapsulated

| | | | |
|----|-------|----|--------|
| A6 | £3.50 | A2 | £10.00 |
| A5 | £3.50 | A1 | £15.00 |
| A4 | £3.50 | A0 | £22.00 |
| A3 | £4.00 | | |

**Smart Office Solution are a leading independent
supplier of office equipment. Please ask our
staff about your office equipment needs.**

Canon

SHARP



KONICA MINOLTA

Standard Copying

Black & White Copies/Prints

| | | |
|--------------------------|-----|-------------------------------|
| A4 - 80gsm white | | 160/200gsm card add 5p |
| A3 - 100gsm white | | 300gsm card add 10p |
| | A4 | A3 |
| 1-4 | 20p | 40p |
| 5-10 | 15p | 30p |
| 11-20 | 10p | 20p |
| 21+ | 5p | 15p |
| Glasswork | 25p | 35p |

Colour Copies/Prints

| | | |
|--------------------|------------------------|----------------------------|
| A4 - 100gsm | 160 card add 5p | 350gsm card add 10p |
| A3 - 100gsm | | |
| | A4 | A3 |
| 1-4 | £1.00 | £2.00 |
| 5 - 50 | 85p | £1.00 |
| 51 - 100 | 50p | 80p |
| 101 - 200 | 30p | 50p |
| 201 - 500 | 22p | 45p |
| 501 + | Please Enquire | |

Order of Service

A5 printed colour throughout, card cover, 110gsm inner fold and saddle-stitch

| | 4 page A5 Document | | 8 Page A5 Document |
|-----|---------------------------|-----|---------------------------|
| 25 | £40.00 | 25 | £50.00 |
| 50 | £55.00 | 50 | £85.00 |
| 75 | £65.00 | 75 | £95.00 |
| 100 | £75.00 | 100 | £110.00 |

Document Scanning

Documents & plans scanned - save to PDF, TIFF, JPEG etc
Large format scanning of architect drawings

| | | | |
|----|-------|--------------------------------|-------|
| A4 | 40p | A1 | £3.50 |
| A3 | 80p | A0 | £4.00 |
| A2 | £3.00 | *Discount for bulk A4 scanning | |

Plan Copying

Plan Copying and CAD Printing

Print from CAD files (inc dwg. dwf. pdf. files)
Same size copies, plus enlargements and reductions

| | |
|----|-------|
| A3 | £1.50 |
| A2 | £2.00 |
| A1 | £2.20 |
| A0 | £2.80 |

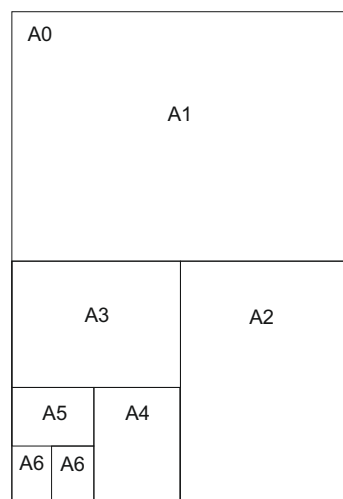
Large Format Colour

Line Colour - Architects drawings, flow charts etc.
Full Colour - Posters, photos etc.
Matt 180gsm premium /Gloss 190 gsm

| | Line Col | Matt | Gloss | Encap |
|----|----------|--------|--------|--------|
| A2 | £4.00 | £14.00 | £16.00 | £10.00 |
| A1 | £4.50 | £18.00 | £24.00 | £15.00 |
| A0 | £6.50 | £24.00 | £32.00 | £22.00 |

Encapsulation - all sizes available

Paper Sizes



| Metric (mm) | |
|-------------|-------------|
| A0 | 841 x 1188 |
| A1 | 594 x 841 |
| A2 | 420 x 594 |
| A3 | 297 x 420 |
| A4 | 210 x 297 |
| A5 | 148.5 x 210 |
| A6 | 105 x 148.5 |

| Imperial (ins. Approx) | |
|------------------------|---------------|
| A0 | 33" x 47" |
| A1 | 23.5" x 33" |
| A2 | 16.5" x 23.5" |
| A3 | 11.7" x 16.5" |
| A4 | 8.3" x 11.7" |
| A5 | 6" x 8.3" |
| A6 | 4" x 6" |

***All prices exclude VAT**

Minimum charge £2.00

Prices valid from 1st January 2023



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