



RODNEY STREET

## 88 RODNEY STREET - TARIFF SHEET 2019 - OPTIONAL SERVICES

*All reception and Secretarial services are subject to VAT at the current rate*

<b>LICENCE FEE</b>		<b>£55 per month</b>	
<b>Fully Inclusive Additional Hours</b> <i>(These are not subject to VAT)</i>			
<b>Sessional Licence</b>		£15 / hr	
<b>Occasional Licence</b>		£16 / hr	
<b>Ad Hoc Licence</b> <i>(These attract a one-off admin charge of £150 and a quarterly retainer fee charged at the current rate of £40 / qtr)</i>		Use of a room £40 ph	
<b>Reserved Time:</b> Any period of time booked by the Licensee and / or Nominated Consultant for use of the room and agreed by the company.			
<b>Over Run:</b> Any period of time outside the permitted hours of use, as listed in the licence agreement, chargeable at £112 per hour.			
<b>Cancellation Fee:</b> Chargeable if reserved time is cancelled or amended by the Licensee or Nominated Consultant within 48 hours notice.			
Outside 48 hours	No Fee	Within 24 Hours	50% of the value of the reserved time will be charged
Within 48 hours	25% of the value of the reserved time will be charged	On the day	100% of the value of the reserved time may be charged
Appraisal Letter / Reference		£50 per request	Provision of CQC documentation
			£50 per request
<b>RECEPTION SERVICES</b>			
Personalised Telephone Number		One Inclusive per Licence <i>(Excluding Ad Hoc Licence)</i>	
Additional Telephone Number		£50 per line per month	
PDQ Telephone Line Connection		£40 per line per month	
Making appointments, telephone messages or direct divert of incoming calls		See Diary Management below	
Telephone Calls		50p connection fee + Standard unit fee thereafter	
Duplicate printed invoices		£35 per request	
Photocopies		B&W 50p per Page   Colour 70p per page	
Facsimile In		50p per page	
Facsimile Out (UK)		£1 per page	
Facsimile Out (International)		£2 per page	
Document Scanning		50p per page	
Postage		Post Office rates + 20%	
Post: Retained for collection within 14 days		No charge	
Post: Daily redirection		£40 per month + Postage	
Post: Redirection after 7 days		£20 per month + Postage	
Couriers		£20 + Cost	
In house Storage Space		£60/month per stored unit   £70/month per locked unit	
Medical Fridge Storage		£60 per month	
Witness ( <i>Chaperone</i> ) / Occasional Admin / Refreshments / Secretarial Unit		£20 per 15 mins	
A4 Practitioners Headed Paper		80p per sheet	
Business Cards		250 Cards: £250   500 Cards: £350	
Wi-Fi		No charge	
Use of photographic material		£75 per medium	
<b>Seminar &amp; Conference Facilities</b>		<i>Please ask the Reception Manager for further information prices</i>	
Projector / Screen Hire		£100 per booked session	
TV hire		£100 per booked session	
<b>Secretarial Services - Available through 10 Harley Street on request</b>			