



Sandwell Community Information & Participation Service Ltd



Resource Centre Printing Service

Single Sided Black

Quantity	Description	Unit Price	Cost
50	A4 paper	£0.02	£1.00
100	A4 paper	£0.02	£2.00
500	A4 paper	£0.02	£10.00

Single Sided Colour

Quantity	Description	Unit Price	Cost
50	A4 paper	£0.11	£5.50
100	A4 paper	£0.11	£11.00
500	A4 paper	£0.11	£55.00

Double Sided Black

Quantity	Description	Unit Price	Cost
50	A4 paper	£0.03	£1.50
100	A4 paper	£0.03	£3.00
500	A4 paper	£0.03	£15.00

Double Sided Colour

Quantity	Description	Unit Price	Cost
50	A4 paper	£0.21	£10.50
100	A4 paper	£0.21	£21.00
500	A4 paper	£0.21	£105.00

As an aid to promoting TRA's and Community Groups within the borough, SCIPS offer Groups an opportunity to use our cheap printing service. This is a great way for groups to get flyers, leaflets and newsletters out to the public. However due to the fact that we require use of the equipment internally and also demand for the service can at times be high, we would like to outline a number of terms with which we would like groups to be mindful of when contacting us for a request to print. All print jobs are undertaken at the discretion of SCIPS.

- Please give staff a reasonable notice period for print jobs, print jobs will need at least 1 weeks notice. *(The more notice given the more likely we can fit you in.)*
- SCIPS do not produce printing materials for organisations that are commercial businesses or are looking to make profit from the prints or promotion.
- SCIPS Staff will not help groups to cut, guillotine or fold any printing materials produced, this includes business cards. However groups may use our resource centre and equipment to do this.
- SCIPS do not produce printing materials for any personal purposes. *(ex. family / holiday photos, invites to personal events such as weddings, funeral services, party's etc.)*
- Groups & Organisations are encouraged to bring in an original copy of what they want photocopying OR if they want they can e-mail a document to us. Please note that e-mailed documents must be in a PDF format must be completed. SCIPS cannot check, correct or amend the groups work.
- SCIPS reserves the right to refuse any print job due to high demand either from groups or from SCIPS internally



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