



Evergreen House North, Grafton Place, London NW1 2DX

## FACILITIES & SERVICES PRICE LIST

Welcome to **Avanta Euston**. The facilities and services price list outlines the services which are offered by this centre. If you require any more information about any of the details here, please don't hesitate to contact your centre team.

### ADMINISTRATION SERVICES

Running out of time? Centre staff are available to carry out a range of administration support services. Available Mon – Fri, 830am – 6pm.

**£17.50 per hour (minimum 15 min)**

- General word processing
- Filing
- Database preparation
- Document presentation
- Photocopying
- Binding and laminating (plus materials)

### FAXES / PHOTOCOPYING / BINDING & LAMINATING

#### Incoming Faxes

Internal clients 50p/page

#### Outgoing Faxes

Internal clients £1/page

#### Photocopying

First 2000 B/W copies per month are included in the BSP for internal clients. The following rates apply for external clients and any internal clients who have exceeded their monthly quota.

<u>A4</u>		<u>A3</u>	
B/W	15p/copy	B/W	30p/copy
Colour	30p/copy	Colour	60p/copy

#### Document Scanning to Email

<u>A4</u>		<u>A3</u>	
B/W	15p /sheet	B/W	30p / sheet
Colour	30p / sheet	Colour	60p / sheet

#### Binding

Up to 50 pages £3/doc  
Up to 100 pages £4/doc

#### Laminating

£1.50 per page

### OPENING HOURS 24/7

#### RECEPTION

MON – FRI @ 0830 – 1800

#### BUSINESS CENTRE MANAGER

AURA IACOB  
aura.iacob@avanta.co.uk  
020 3691 1502

#### CENTRE TEAM

Reception.euston@avanta.co.uk  
020 3691 1500

### KEYS & ACCESS CARDS

2 x keys / office (as standard)  
1 x access card employee (as standard)  
ADDITIONAL KEYS = £12 each  
ADDITIONAL CARDS = £12 each

### POSTAL SERVICES

Mail should be received in reception by **4PM**

*Postage charged at cost, plus handling fee (outgoing mail only)*

### COURIER SERVICES

Available onsite at reception. Please note, courier fees will apply. Once Avanta hand over any items to the courier company, all responsibility for those items are also handed over.

### STATIONERY

Cost plus service charge

### HANDYMAN

£40 per hour (30 mins minimum)

## IT SUPPORT

Use Avanta's in-house IT support service. Whether you need it for as little as 30 minutes or all day to assist with a large project, you'll be able to take advantage of the team's extensive IT knowledge and expertise. With the ability to help you remotely, or in person, our IT team will be able to help you with everything from setting up a firewall to basic email troubleshooting problems – no request is too big or too small. In addition, our team can also provide a 30 minute FREE consultation.

## PRICING

30 minutes	£45
60 minutes	£75
Half Day	£300
Full Day	£500

Get in touch now on 0800 505 4202 or email [it-support@avanta.co.uk](mailto:it-support@avanta.co.uk)

## VOICE AND DATA

A range of voice & data solutions are available to help support your business with the latest technology.

For more information on our voice and data products please refer to the voice and data services sheet

## ADDITIONAL FURNITURE & SUNDRIES

All offices come fully furnished as per your licence agreement. For additional furniture, please speak to your centre manager.

## AUDIO/VISUAL PRESENTATION EQUIPMENT

The below is included in your meeting room hire price:

- Whiteboard
- Wi-Fi / Internet
- Flipchart
- High tech handset
- Notepads and pens

Additional equipment is also available to hire:

- Plasma screen
- LCD projector
- Video conferencing
- FREE
- £15
- £25

Avanta can also supply a range of AV equipment if and when you need it, including laptops, camcorders, PA sound equipment, lecterns and much more. Just talk to your centre team.

## MEETING ROOMS

Our meeting room is available for hire by the hour, half day or day. (Between 08:30am - 18:00 Mon - Fri). Usage out of hours (before 08.30 & after 18.00 and at weekends & on public holidays) is subject to arrangement with the Centre Manager and prices are available on request.

ROOM SIZE	HOURLY	HALF DAY	FULL DAY
6 people	£36	£154	£318
8 people	£48	£195	£348
12 people	£68	£276	£490

Meeting rooms are charged in 30 minute blocks.

### Extras

Tea or filter coffee - £2.50 per serving  
Orange juice 1L - £2.75  
Still and sparkling water – FREE

### Catering

The centre is able to provide a full range of beverages, breakfasts, lunches and general corporate catering for your business needs.

## DAY DELEGATE PACKAGES

Full Day	£59pp
Half Day	£35pp

Includes lunch, three servings of tea/coffee/biscuits, bottled water, internet connection, and whiteboard/flip chart.

Minimum 6 delegates.

### Meeting Cancellation Policy

3 working days or more - No charge  
1-2 working days - 50%  
Less than 1 working day - 100%