



Leeds Innovation Centre

103 Clarendon Road

Leeds

LS2 9DF

Telephone: 0113 384 5845

Email: enquiries@leedsinnovationcentre.co.uk

Web: www.leedsinnovationcentre.co.uk

Our Services and Prices

Please refer to our separate information leaflet regarding meeting rooms, refreshments and catering services.

TELECOMS & IT

Digital Handset rental:	£18.00 per month (minimum 1 month rental)
Analogue Line rental:	£13.50 per month (minimum 1 month rental)
Call Charges:	*Calls will be charged at the latest published BT rates with a minimum 3p per call charge.
Broadband:	from £25 per month
Racking Fee:	£15.50 per shelf per month
Programming/Reports:	£3.50 per item

The Bioincubator has University/BT lines and are recharged at cost - price on request.

ADMINISTRATION

General Administration: £25 per staff hour.

Franking:
Standard Letter - Royal Mail franking cost + 5p handling charge
Letter requiring Label - Royal Mail franking cost + 20p handling charge
Non Courier parcels/special/recorded - Royal Mail franking cost + £1 handling charge
Courier (International & UK) - price on application dependent upon size and destination.
Mailshots (200+ incur the administration charge above pro rata to the time taken)

Additional address reg. From £5 (restrictions apply)

Copying (per sheet):
A4 Black and White - 10p
A3 Black and White - 20p
A4 Colour - 50p
A3 Colour - £1.20

Printing (per sheet):
A4 Black and White - 40p
A4 Colour - £1

Scanning & E:Mail: Charged at general administration rates.

Binding (per document) £3.50

Laminating (per sheet): £1.90

Security Code Changes: £3.50 per change
Fob/additional key charges on request.

Other: We can also provide newspapers, car valet, dry cleaning, stationery etc.
Prices on request.

CAR PARKING

Visitor	£2.00 per hour
Rental	£99.00 per month