

Space Rates

Office space. This includes a desk space with computer or connection for your own laptop, printing and scanning (price includes a set quantity of printing and copying - above agreed amount will be charged), faxing, use of telephone for 01/02 numbers. Binding and laminating equipment is also available.

Meeting Room. Table & chairs (max 6 people), LAN and WiFi connection for your laptop with digital projector, flip charts, white boards, telephones and 'webinar' facilities.

Webinars cost 18p per delegate per minute.

	Office	Meeting Room
Hour	£6.00	£6.00
Half Day	£20.00	£20.00
Full Day	£30.00	£30.00

Free tea and coffee

Other Meeting facilities could accommodate 12, 25 or 50 people

Fixed contract rates for regular users.

Working 4 Whitchurch members receive a 25% discount on Desk and Meeting room rates.

Breakfast and evening meetings by arrangement.

The Meeting room is an ideal facility for small group

Training sessions and individual counselling.

Our local Business Link adviser uses the meeting room for her monthly advice sessions in Whitchurch.

We are not registered for VAT.

Printing and copying rates

The Business Centre provides self service printing (from computer), scanning, photocopying and fax facilities, allowing you to achieve professional presentation documents in black and white or full colour.

Service	Unit price		
	Copy/print	Paper@	Card*
		A4	A3
Black & White	3p	6p	5p
Colour	15p	30p	17p

@ 80gsm white or limited range of pastel colours

* 160gsm card or 130gsm glossy paper

Other papers can be obtained to order at cost

Booklets and newsletters can be produced at the cost of printing only.

Fax services (UK landline only)

Per page 10p

Document scanning

A4 black & white 2p

A4 colour 10p

A3 black & white 4p

A3 colour 20p

If there is anything that you would like that isn't listed above, please ask, we may be able to get it - the office is here to meet your needs.

For Business Centre users, the following A4 black & white printing/copying is included in the rental charge.

Hourly rate 25 sheets

Half day rate 100 sheets

Day rate 200 sheet

Business Centre hours

The Whitchurch Business Centre is currently manned at the following times.

Monday - Friday 9am - 1pm & 2 - 5pm

All other times (including weekends) by arrangement - the office is here to meet your needs

Business Centre Facilities

PCs

Three PCs equipped with Microsoft Office Professional 2007 and full web access and up-to-date virus protection, allowing full access to the internet and your emails via webmail.

WiFi and LAN Cable

Internet access throughout the office and Meeting Room allows you to use your own laptop computer and offers greater flexibility when accessing the web, printing from file or making presentations.

Server

The office computer system has its own server allowing you to save your files to protect against loss of your valuable work.

Office equipment

Shredder, guillotine, report binder and laminator (up to A3) are all available to use (materials at cost).

If we don't have something you need, please ask, we may be able to get it - the office is here to meet your needs.

Whitchurch Business Centre

The Whitchurch Business Centre offers affordable office and support facilities in the centre of town, for business, home workers, community groups and individuals

Book your office space and computer (or laptop connection) by the hour, half or full day

Rates include use of colour/black & white printer/photocopier, telephones to 01/02 numbers

Meeting/Training Room also available to hire on the same basis, with other facilities that could accommodate 12 /25 /50 people

The Meeting Room is equipped with digital projector, flip charts, white boards, telephones and 'webinar' facilities

Regular informal meetings at the Business Centre will allow users the opportunity to 'network' and also develop a friendly working environment

Information, advice and training to support new and growing businesses and community groups, with direct access to government agencies or independent consultants

The Business Centre is not a cyber cafe, and usage is charged on a monthly basis, 'Working4Whitchurch' members will receive a discount

Coffee and tea will be available at all times, but if you want a break there are several local hostelrys and shops in Whitchurch that provide food and drink

Coming soon, subsidised business and individual IT training courses

Or just drop in for IT advice and a cup of tea!

Find us at:

The Whitchurch Business Centre
1 Winchester Street
Whitchurch
Hants RG28 7AH
Phone: 01256 896548
e.mail: wbc@thewhitchurchweb.org
website: www.whitchurchbusinesscentre.co.uk

Also at this address, you can find:

The Whitchurch Tourist Information site.
The Whitchurch Update Information boards.
Whitchurch Business & Employment opportunities.
Working4Whitchurch

The e.office is supported by:



Whitchurch Town Council

Working4Whitchurch

Are you interested in using the Whitchurch Business Centre?

Drop in and see what we can offer you, and take advantage of our 'First Hour Free' use of office or Meeting Room.

Whitchurch Business Centre Account Application Form

Name

Name of Business/Group

Address

.....

.....

Post Code

Tel Mob

e.mail

Discounts are available for businesses which are members of Working4Whitchurch

Are you a Working4Whitchurch member Yes/No

Discounts are available for community groups

Are you applying as a Community Group Yes/No

Can you tell us likely hours & type of usage for the Business Centre are?

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A monthly account will be sent to the above address, and this should be settled within 14 days.