

Office hours

Reception & switchboard staffed
Monday - Friday 08:45 - 17:15 hrs

Telecoms

Advanced VOIP system with CAT6 structured cabling to offices and meeting rooms. A fully personalised telephone answering service in the company name is available. Call management system providing monthly itemised billing (if requested).

Telephones

Telephone line inc handset:	£20 per month
With 500 inclusive minutes:	£40 per month
DDI (03 or 0161):	£4 per month

Voice & data call rates

UK Landline	5p per minute
UK Mobile	7p per minute

Dedicated broadband services

Superfast 10Gbps connection over fibre	
Shared	£40 per month
10Mbps	£85 per month
25Mbps	£125 per month
50Mbps	£175 per month
100Mbps	£225 per month
250Mbps	£375 per month
500Mbps	£475 per month
1Gbps+	available on request

Printing & copying

Scanning	7p per copy
A4 Black and white	7p per copy
A4 Full colour	20p per copy
A3 Black and white	15p per copy
A3 Full colour	40p per copy

Postal services

Franking is charged at cost plus 20% (to cover collection and franking expenses). Mail should be received by 15:00 hrs for same day posting.

Car parking

Secure Car Parking provided from £50 per month from our secure underground parking facility which is monitored using CCTV cameras.

Office keys & access fobs

Two keys are supplied per office door

Additional keys	£40
Replacement keys	£80
Two fobs are supplied per office suite	
Additional keys	£40
Replacement keys	£80

Conference rooms & meeting rooms

Conference rooms Jactin House

Accommodates 10-12 persons

Per hour or part thereof	£40
Half day (4 hours)	£130
Full day (8 hours)	£220
Full catering services	available on request

Meeting rooms Jactin House

Accommodates 4-6 persons

Per hour or part thereof	£20
Half day (4 hours)	£60
Full day (8 hours)	£85

Conference rooms Flint Glass Works

Accommodates 8 persons

Per hour or part thereof	£20
Half day (4 hours)	£80
Full day (8 hours)	£150
Full catering services	available on request

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