



@ NORTH STAFFS BUSINESS PARK

PAY AS YOU USE SERVICES

Secretarial & Administration Services

£12.00 per hour
(Charged in 15 minute increments)

General Services

Postage & Courier Services	Cost + 10% (Handling Fee)
Black & White Photocopying (& Printing*)	A4 - 5p per page
	A3 - 10p per page
Colour Photocopying (& Printing*)	A4 - 15p per page
	A3 - 25p per page
Scan to E-mail**	Free

The Centre Team is available to deal with your large copying and scanning requirements. The costs of this service will be charged to your account at the Secretarial & Administration Services rate above in addition to any copier charges.

Meeting Room Catering

Please contact the Centre Team to discuss any catering requirements that you may have.

Telecoms

UK Local, National and Mobile telephone calls made from the centre will be charged at standard BT rates.
International calls will be charged at standard BT Rates.

Electricity

Each suite is individually metered.
Each unit of electricity consumed will be charged at 12p per kwh.

* Printing directly to the photocopier needs to be configured on your computer by our IT Department at a cost of £25 per computer.
 ** Scan to e-mail from the photocopier needs to be configured to individual e-mail addresses by our IT Department at a cost of £25 per e-mail address.
 All prices quoted are subject to change and exclude VAT.

IT & TELECOMS SERVICES

Adding services to your existing IT and Telecoms package could not be easier. Just take a look at the table below which details the most commonly requested services available together with the additional monthly charge for each service.

If you do require any additional services then please contact the Centre Team to confirm.

Telecoms Services		
Service	Description	Monthly Charge
DDI Line	Extra Direct Dial line for dedicated sales, accounts or service type lines	£10.00
Analogue Line	A PSTN line for analogue equipment such as Fax machines, PDQ machines and DECT phones	£10.00
Unified Messaging	Voicemails delivered directly to your email inbox as an audio file (wav format)	£2.50
Record-a-call	Call recording straight to your email inbox includes unified messaging suitable for customer services, training and ad-hoc recording	£5.00
Moves & Changes	For those needing to make changes after the services have been set-up	£25.00 per event

IT Services		
Service	Description	Monthly Charge
WLAN	Secure private Wireless LAN to enable flexible working environment and roaming within the building	£10.00
Data Port	High speed LAN port for peripheral network devices including printers, hard drives and file servers	£5.00
Co-location	1U of secure rackspace in our on-site facility with 1GB LAN uplink	£25.00
Dedicated Internet Access	1MB Leased Line Internet Connectivity with public IP address (uncontended access)	£150.00
Cloud Secure	Fully automated online backup service to protect your data and ensure it is always available (per 10GB)	£56.00
Hosted Exchange	Microsoft Exchange mailbox delivered from the essensys cloud. Ideal for small business and start-ups: No server required	£9.90
Virtual Desktop	Fully hosted microsoft desktop with office 2007, Sharepoint and Exchange, providing a secure, mobile and infrastructure free environment	£99.00
Web Collaboration	Online conference service including, IMchat, video and desktop sharing. An ideal solution for delivering presentations or holding meeting on the web	£20.00
Moves and Changes	For those needing to make changes after the services have been set up	£25.00 per event

At Genesis Centre we like to think we can provide whatever you may need from an IT & Telecoms perspective. If the service you require is not listed or you need to discuss any of the services in more detail then please contact our IT & Telecoms partner, **essensys**, on **0203 102 5250** or by email at simplicity@essensys.co.uk