

BUSINESS SERVICES CENTER

Hours: Monday-Friday 7am -7pm
Saturday 9am-1pm

FACSIMILE SERVICES

U.S. facsimile / 1 Page	\$3.00 ea
U.S. facsimile / 2-3 pages	\$5.00 ea
U.S. additional / pages per page	\$1.00 ea
International facsimile / 1 page	\$8.00 ea
International facsimile / 2-3 page	\$10.00 ea
International facsimile / additional	\$2.00 ea

WORD PROCESSING

Typing per page	\$10.00
Computer Prints B/W	\$1.00 per page
Computer Prints Color	\$2.00 per page

INTERNET USAGE

Internet Usage	\$.50 per min/\$30.00 per hour
Workstation Use (no internet)	\$.42 per min \$25.00 per hour
Internet Access Day Charge	\$10.00 per day
Laptop connection (send e-mail)	\$5.00 per connection
Laptop connection (Internet)	\$.50 per minute

PHOTOCOPYING

1-15 Copies	\$.25 each	Colored Paper/Card Stock	\$.30 each
16-49 Copies	\$.20 each	Colored Paper/Card Stock +100	\$.25 each
50+ Copies	\$.15 each	3-Hole Copies	\$.30 each
Legal Copies	\$.30 each	3-Hole Copies +100	\$.25 each
Legal Copies +100	\$.25 each	Copies / double-sided (1-49)	\$.35 each
11x17 Copies	\$.30 each	Copies / double-sided (+100)	\$.25 each
11x17 Copies +100	\$.25 each	Copies / double-sided (+1000)	\$.20 each

SHIPPING SERVICES

Available pick-up each day
Saturday pick-up can be arranged \$20.00 additional fee.
\$10.00 ship fee charge per box without account
\$5.00 service fee charge per box with account

MICELLANEOUS

- Signs, table tents, name badges and office supplies available upon request.
- We have office equipment for rentals please call for pricing.

Phone: (313) 982-6781 • Fax: (313) 982-6743 • Email: 481hb@swankav.com

We Are Located To Next To The Front Desk On Lobby Level