



HARLEY STREET

10 HARLEY STREET - TARIFF SHEET 2018 - OPTIONAL SERVICES

All reception and Secretarial services are subject to VAT at the current rate

LICENCE FEE	£104		
RECEPTION SERVICES			
Personalised Telephone Number	One Inclusive per Licence (Excluding Ad Hoc Licence)		
Additional Telephone Number	£50 per line per month		
PDQ Telephone Line Connection	£40 per line per month		
Making appointments, telephone messages or direct divert of incoming calls	See Diary Management below		
Telephone Calls	50p connection fee + Standard unit fee thereafter		
Duplicate printed invoices	£35 per request		
Photocopies	B&W 30p per Page Colour 50p per page		
Facsimile In	30p per page		
Facsimile Out (UK)	70p per page		
Facsimile Out (International)	£1.75 per page		
Document Scanning	30p per page		
Postage	Post Office rates + 20%		
Post: Retained for collection within 14 days	No charge		
Post: Daily redirection	£35 per month + Postage		
Post: Redirection after 7 days	£15 per month + Postage		
In house Storage Space	£50/month per stored unit £60/month per locked unit		
Medical Frige Storage	£60 per month		
Couriers	£20 + Cost		
Chaperone, occasional administration and Secretarial Unit	£15 per 15 mins		
Provision of refreshments	From £15		
A4 Practitioners Headed Paper	50p per sheet		
Business Cards	250 Cards: £250 500 Cards: £350		
Wi-Fi	No charge		
Web Builder	1 page £10 per month 2 pages £12.50 per month		
Use of photographic material	£75 per medium		
Seminar & Conference Facilities	<i>Please ask the Reception Manager for further information including prices</i>		
Projector and Screen Hire	£75 per booked session		
TV, Video and DVD Player hire	£100 per booked session		
Secretarial Services - Available through 10 Harley Street			
Diary Secretary - Nominated Secretary to manage all incoming calls	From £200 per month		
Patient Accounts Clerk - Nominated Secretary to collect fees	From £200 per month		
Combined Diary Secretary and Patient Accounts Clerk	From £350 per month		
Routine Typing Service	£15 per 15 mins		
Urgent Typing (Within 4 hours)	£25 per 15 mins		
Additional Hours (<i>These are not subject to VAT</i>)	Peak Hours <i>Tues, Wed & Thurs morning/afternoon</i>	Off-Peak Hours <i>All day Mon, Fri, Sat, Sun & all evenings from 5.30 pm</i>	
Sessional Licence	£53	£46	
Occasional Licence	£56	£51	
Minimum Use Rate	£53	N/A	
Nominated Consultant monthly charge for sessional and committed licences	£55	N/A	
Ad Hoc Licence	£112	£112	
Reserved Time: Defined as any period of time booked by the Licensee and / or Nominated Consultant for use of the consulting room and agreed by the company.			
Cancellation Fee: Chargeable if reserved time is cancelled or amended by the Licensee or Nominated Consultant within 48 hours notice.			
Outside 48 hours	No Fee	Within 24 Hours	50% of the value of the reserved time will be charged
Within 48 hours	25% of the value of the reserved time will be charged	On the day	100% of the value of the reserved time may be charged