



HARLEY STREET

10 HARLEY STREET - TARIFF SHEET 2019 - OPTIONAL SERVICES

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

LICENCE FEE		£105 per month	
Fully Inclusive 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		£54	£48
Occasional Licence		£56	£52
Minimum Use Rate		£54	N/A
Nominated Consultant/month for sessional and committed licences		£55	N/A
Ad Hoc Licence <i>(These attract a one-off admin charge of £150 and a quarterly retainer fee charged at the current rate of £40 / qtr)</i>		<i>Use of a room £112 ph</i>	<i>Use of a room £112 ph</i>
Reserved Time: Any period of time booked by the Licensee and / or Nominated Consultant for use of the room and agreed by the company.			
Over Run: Any period of time outside the permitted hours of use, as listed in the licence agreement, chargeable at £112 per hour.			
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
Appraisal Letter / Reference		£50 per request	Provision of CQC documentation
			£50 per request
RECEPTION SERVICES			
Personalised Telephone Number		One Inclusive per Licence <i>(Excluding Ad Hoc Licence)</i>	
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 50p per Page Colour 70p per page	
Facsimile In		50p per page	
Facsimile Out (UK)		£1 per page	
Facsimile Out (International)		£2 per page	
Document Scanning		50p per page	
Postage		Post Office rates + 20%	
Post: Retained for collection within 14 days		No charge	
Post: Daily redirection		£40 per month + Postage	
Post: Redirection after 7 days		£20 per month + Postage	
Couriers		£20 + Cost	
In house Storage Space		£60/month per stored unit £70/month per locked unit	
Medical Fridge Storage		£60 per month	
Witness (<i>Chaperone</i>) / Occasional Admin / Refreshments / Secretarial Unit		£20 per 15 mins	
A4 Practitioners Headed Paper		80p per sheet	
Business Cards		250 Cards: £250 500 Cards: £350	
Wi-Fi		No charge	
Use of photographic material		£75 per medium	
Seminar & Conference Facilities		<i>Please ask the Reception Manager for further information</i>	
Projector and Screen Hire		£100 per booked session	
TV, Video and DVD Player hire		£100 per booked session	
Secretarial Services			
Diary Secretary - Nominated Secretary to manage all incoming calls		From £250 per month	
Patient Accounts Clerk - Nominated Secretary to collect fees		From £250 per month	
Combined Diary Secretary and Patient Accounts Clerk		From £450 per month	
Routine Typing Service		£20 per 15 mins	
Urgent Typing (Within 4 hours)		£40 per 15 mins	