



10 HARLEY STREET - TARIFF SHEET 2017 - OPTIONAL SERVICES

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

Licence Fee	£104	
RECEPTION SERVICES	FEE	
Personalised Telephone Number	One Inclusive per Licence (Excluding Ad Hoc Licence)	
Additional Telephone Number	£40 per line per month	
PDQ Telephone Line Connection	£30 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
	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 re direction	£35 per month + Postage	
Post : Redirection after 7 days	£15 per month + postage	
In house Storage Space	£25 per month per stored unit	
	£30 per month per locked unit	
Couriers	£20 + cost	
Chaperone, occasional administration and Secretarial Unit	£15 per 15 mins	
Provision of refreshments	From £15	
A4 Practitioners Headed Paper	30p per sheet	
Business Cards	250 Cards £180	500 Cards £250
Medical Fridge Storage	£40 per month	
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 AND 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		
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 Tuesday, Weds, Thurs morning / afternoon	Off Peak Hours All day Monday, Friday, Saturday, Sunday and all evenings from 5.30pm
Sessional Licence	£51	£43
Occasional Licence	£54	£48
Minimum Use Rate	£51	N/A
Nominated Consultant monthly charge for sessional and committed licences	£50	N/A
Ad Hoc Licence	£99	£80
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. Charged at one full hour and then per quarter hour units thereafter.		
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 48 hours	25% of the value of the reserved time will be charged
	Within 24 hours	50% of the value of the reserved time will be charged