

**Admin Services LWWHC (include GST)**

<b>Admin Service</b>	<b>Price (include GST)</b>
Photocopy B&W	\$0.20 per page
Photocopy Colour	\$1.00 per page
Printing B&W	\$0.20 per page
Printing Colour	\$1.00 per page
Scanning	\$0.20 per page
Emailing	\$5.00 per email
Laminating	\$5.00 per page

**Notes:**

1. Per day are all based on normal business hours, which are 9am to 5pm, Monday to Fridays. Full payment is required when requesting the services.
2. Renting an office desk is available from separate contract. Contact us for updated details.
3. Renting office rooms are available from a separate contract. Contact us for updated details.
4. Renting car parking lot(s) is available from a separate contract. Contact us for updated details.