



Business & Technology Services Tariff

Workstation			
PC Workstation	15 minutes	HKD	50.00
WiFi Access Card			
	1 hour	HKD	75.00
	4 hours	HKD	200.00
Photocopying & Printing			
Black & White	A4 / Letter size	HKD	5.00 / page
	A3	HKD	10.00 / page
Colour	A4 / Letter size	HKD	15.00 / page
	A3	HKD	25.00 / page
Scanning			
Black & White		HKD	30.00 / page
Colour		HKD	50.00 / page
Binding			
	1-50 pages	HKD	50.00 / set
	51-100 pages	HKD	60.00 / set
	101 pages or above	HKD	70.00 / set
Lamination			
	A4/A5	HKD	25.00 / page
Fax			
Local		HKD	10.00 / page
Overseas		HKD	30.00 / page
Incoming (for Non In-house Guest)		HKD	10.00 / fax
Meeting Room			
Room B (Max : 3 pax) (Inside Business Centre)		HKD	400.00 / hour
		HKD	2800.00 / 8 hours
		HKD	4800.00 / 24 hours
Room C (Max : 6 pax) (Inside Business Centre)		HKD	600.00 / hour
		HKD	4400.00 / 8 hours
		HKD	7200.00 / 24 hours
Rooms on Guest Floor (Max: 6 pax)		HKD	800.00 / hour
		HKD	6000.00 / 8 hours
		HKD	9600.00 / 24 hours



IDD Calls

Local Call		FOC
IDD - International Call	HKD	45.00 / minute
Calling Card	HKD	35.00 / each
Collect Call	HKD	55.00 / each

Other Services

Discs Burning	CD Burning (CD included)	HKD	65.00 / each
	DVD Burning (DVD included)	HKD	100.00 / each
Typing	English	HKD	100.00 / page
	Figures / Charts	HKD	120.00 / page
	Chinese	HKD	1.00 / character

Equipment Rental

Pocket Wi-Fi	HKD	500.00 / each
Mobile Phone	HKD	100.00 / day
Printer	HKD	100.00 / hour
	HKD	500.00 / day
Laptop	HKD	250.00 / hour
	HKD	2500.00 / day
Flip Chart	HKD	300.00 / day
White Board	HKD	300.00 / day
LCD Projector	HKD	500.00 / hour
	HKD	2500.00 / day
Polycom	HKD	2000.00 / day

Outsource

Business Card Printing	Price per Quotation
Translation / Interpretation	Price per Quotation
Notary Services	Price per Quotation

Courier

Local Courier	Price per Quotation
DHL (Documents Only)	Price per Quotation

Stationaries

Media	CD-R	HKD	15.00 / each
	CD-RW	HKD	30.00 / each
	DVD-R	HKD	45.00 / each
	DVD-RW	HKD	65.00 / each
Prepaid SIM card	Smartone SIM card	HKD	60.00 / each
		HKD	100.00 / each
	Smartone recharge card	HKD	50.00 / each
		HKD	100.00 / each
Folders	Presentation Folder	HKD	15.00 / each
	Box File	HKD	60.00 / each
	Clear Book 40 pages	HKD	95.00 / each
Clip Board	A4 Clip Board (Acrylic)	HKD	35.00 / each
	A4 Clip Board with Cover (PVC)	HKD	45.00 / each
	F4 Clip Board (Acrylic)	HKD	40.00 / each
	F4 Clip Board with Cover (PVC)	HKD	50.00 / each



Stationaries

Papers & Notebooks	A4 Paper		HKD	50.00 / ream
	A4 Writing Pad		HKD	20.00 / each
	A4 Spiral Notebook		HKD	50.00 / each
	F4 Sprial Notebook		HKD	60.00 / each
	Shorthand Book (Steno)		HKD	30.00 / each
Pens	Stabilo Highlighter		HKD	15.00 / each
Marker	Permanent Marker	Black	HKD	25.00 / each
		Blue	HKD	25.00 / each
		Red	HKD	25.00 / each
	Wyteboard Marker	Black	HKD	25.00 / each
		Blue	HKD	25.00 / each
		Red	HKD	25.00 / each
		Brown	HKD	25.00 / each
	Green	HKD	25.00 / each	
Eraser	Radar		HKD	10.00 / each
Ruler		12"	HKD	15.00 / each
Correction Pen		Pentel 12ml	HKD	30.00 / each
Correction Tape	Whole	Pilot	HKD	40.00 / each
	Refill		HKD	25.00 / each
Clips	Binder Clip	51mm (2")	HKD	36.00 / box
		32mm (1.25")	HKD	36.00 / box
		25.4mm (1")	HKD	36.00 / box
		19mm (0.75")	HKD	36.00 / box
		15mm	HKD	36.00 / box
	Paper Clips	Giant (50mm)	HKD	15.00 / box
		Small	HKD	5.00 / box
Rubber Band			HKD	30.00 / box
Tape	Clear	19mm (0.75")	HKD	15.00 / roll
	Scotch Magic Tape	19mm(0.75")	HKD	40.00 / roll
	Double Sided	0.5"	HKD	10.00 / roll
		1"	HKD	15.00 / roll
Scotch Tape Dispenser			HKD	75.00 / each
Staples			HKD	30.00 / box
Stapler			HKD	30.00 / each
Glue Stick	UHU	Small	HKD	25.00 / each
		Large	HKD	35.00 / each
Pen Stand			HKD	30.00 / each
Pencil Sharpener	Helix		HKD	15.00 / each
Scissors	Esselte		HKD	20.00 / each
Cutter			HKD	15.00 / each
3-hole Puncher			HKD	150.00 / each