



Business & Technology Services Tariff

Workstation			
PC Workstation	15 minutes	HKD	50.00
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 / Colour		HKD	30.00 / 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)		HKD	400.00 / hour
(Inside Business Centre)		HKD	2800.00 / 8 hours
		HKD	4800.00 / 24 hours
Room C (Max : 6 pax)		HKD	800.00 / hour
(Inside Business Centre)		HKD	6000.00 / 8 hours
		HKD	9600.00 / 24 hours
Rooms on Guest Floor		HKD	900.00 / hour
(Max: 6 pax)		HKD	6800.00 / 8 hours
		HKD	10800.00 / 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	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	900.00 / each
Mobile Phone		HKD	100.00 / day
Printer		HKD	800.00 / 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	DVD-R		HKD 45.00 / each	
	DVD-RW		HKD 65.00 / each	
	Prepaid SIM card	Smartone SIM card		HKD 60.00 / 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	
Papers & Notebooks	A4 Paper		HKD 80.00 / ream	
	A4 Writing Pad		HKD 20.00 / each	
	A4 Spiral Notebook		HKD 50.00 / 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	
		41mm (1.625")	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	
	Paper Clips	Giant (50mm)		HKD 15.00 / box
		Small		HKD 5.00 / box
				HKD 30.00 / box



Tape	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
Scissors	Esselte		HKD	20.00 / each
Cutter			HKD	15.00 / each
3-hole Puncher			HKD	150.00 / each