

# SERVICE PRICE GUIDE



COMMUNICATIONS SERVICES	
<b>Telephone and Internet</b>	
Telephone package per user inclusive of voice mail, personalised greeting, call forwarding and messaging, excluding call charges	500 AED Setup Charge, 500 AED per month
Internet Package including ethernet connection to the Link Up Network, 4mb Broadband Connection, 500 mb download limit	500 AED Setup Charge, 500 AED per month
Additional Private Fax line with DID, excluding call charges	500 AED Setup Charge, NO MONTHLY FEE
Incoming Fax	1 AED per page
Outgoing Fax	2 AED per page + call charges
Message Handling - written messages forwarded to you as per your directions	Free of Charge
Web Services- Hosting, Design, Search Engine Optimisation	Price on Application
IT Services - Configuration, VPN, Least Cost Routing, Installation, Data Recovery, Support	Price on Application
<b>Postage</b>	
Daily Mail Collection and Sorting	Free of Charge
Outgoing Daily Mail	At Cost
Daily Courier Service (Using Link Up Account)	Price on Application
<b>Copy and Print Services</b>	
A4 black and white per page, print or copy	0.5 AED
A4 Colour per page, print or copy	1.5 AED
A3 black and white per page, print or copy	1 AED
A3 Colour per page, print or copy	2 AED
A4 Laminating	12 AED
A3 Laminating	25 AED
A4 Binding per document (additional charges may apply)	15 AED
A3 Binding per document (additional charges may apply)	25 AED
Document Scanning A6 to A3	Price on Application
Creative Services - In house Logo design, brochure services, catalogues	Price on Application
<b>Secretarial Support</b>	
Charged in 15 minute increments, word processing, spreadsheets, basic accounts, filing, photocopying, presentations	20 AED
Email marketing, market research, (special requests can be accommodated) Translation Services	Price on Application
Booking Services - Hotel, Restaurants, Car Hire, Taxis, Order Placement, Equipment Hire	20 AED per 15 minutes
Office Supplies	Discounted Rates
<b>Refreshments</b>	
Fresh Tea and Coffee served in your office or coffee area	5 AED
Cold Drinks, 500ml, served with a glass and ice in your office or coffee area	5 AED
Snacks and Sandwiches	Price on Application
<b>Additional Services</b>	
Handy Man Services - move bookcases, Fix Pictures, re-arrange furniture etc.	Price on Application
Additional Furniture	Price on Application
Additional Plants and Flowers	Price on Application
Replacement / Additional Access Card	200 AED
Replacement / Additional key for furniture	100 AED
Replacement of Door Lock for Office	300 AED



## LINK UP<sup>®</sup>

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