



**Competitively Priced  
Office Services  
IT, Admin & Finance Solutions**

**Service & Price List**



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## IT Services

Our IT support experts can provide the following technical services:

- P.A.T (Portable Appliance Testing)
- Computer repairs
- Virus removal
- Software back-ups and updates
- Networking

## Equipment Hire

Our IT support experts can hire out the following equipment:

- Laptop computers
- Video projectors and over-head projectors
- Display boards
- Mobile radios
- Flip charts

If you are interested and would like further details please contact Mark or Andy on 01736 334665 or email: [it@pcdt.org.uk](mailto:it@pcdt.org.uk)

## Office Space Available at The Penwith Centre

If you are looking for affordable office space centrally located in Penzance then look no further. The Penwith Centre has secure office space available for rent. Rent is inclusive of:

- Reception staff to meet and greet clients
- Heating and lighting
- Cleaning
- A telephone line (a charge is made for calls only)
- Internet access

Office space is available from £300 per calendar month (dependant on size), with a reduction for Charities and Voluntary Sector organisations.

We also have 'hot-desking' and office-sharing facilities.

If you are interested and would like further details please contact Anna Hopkins on 01736 334652 or email: [anna@pcdt.org.uk](mailto:anna@pcdt.org.uk).

## Financial Services

We provide financial support and office facilities.  
We can offer:

- Payroll
- Employment
- Book-keeping and budget management services
- HR advice and support.

## Payroll Services

<u>No. of employees paid</u>	<u>Cost per month</u>
1	£20
2-5 inclusive	£30
6-10 inclusive	£50
11-15	£70
16 +	£5 per payslip

If you are interested and would like further details  
please contact Mark Rundle on 01736 334656 or  
email: [mark.rundle@pcdt.org.uk](mailto:mark.rundle@pcdt.org.uk).

## Printing Photocopying Laminating & Faxing

			50- copies	50+ copies
A4 Printing/ Photo- copying	B&W	Simplex	£0.10	£0.05
		Duplex	£0.12	£0.06
	Colour	Simplex	£0.20	£0.10
		Duplex	£0.40	£0.20
A3 Printing/ Photo- copying	B&W	Simplex	£0.20	£0.10
		Duplex	£0.30	£0.15
	Colour	Simplex	£0.50	£0.25
		Duplex	£1.00	£0.50
Laminating	A4		£0.50	
	A3		£1.00	
Fax	Local		20p per page	
	National		30p per page	
	International		60p per page	

For printing service put your document on a USB drive,  
a CD, or email it to us at [enquiries@pcdt.org.uk](mailto:enquiries@pcdt.org.uk)

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For further information contact reception on 01736 334686

## Conference, Training & Meeting Rooms

### *Conference Room with Smart Board Technology*

This is ideally suited for both meetings and for training purposes. A maximum of 20 can be seated for meetings or training, or up to a maximum of 25 seated theatre style. We can also supply a flip chart, projector or OHP if required.

### *I.T. Suite*

An I.T suite is now available for hire at competitive prices. The suite comprises of 10 workstations with PC, monitor, keyboard and mouse at each. Ideal for I.T training, or any group sessions where delegates use of computers is required. Internet access is available.

### *Small Meeting Room*

This room is available for smaller meetings of up to 6 people, and is also suitable for interviews.

### *Interview Room*

A small room suitable for interviews. Ideally sized for two or three people.

### *Disabled Access*

Disabled access is available within the Penwith Centre.

\*Please note that the cost of tea/coffee is included within the prices below.

Room	Hourly Rate	Half Day	Full Day	Evening 5-9pm
Interview	£3	£6	£9	£6
Small Meeting Room	£6	£20	£40	£15
*Conference	N/A	£25	£50	£25
*I.T Suite	N/A	£60	£100	£60

For further information please contact reception on 01736 334686



for more information on all our work go to:

[www.pcdt.org](http://www.pcdt.org)

or give us a call on:

**01736 334686**

or email us at:

[enquiries@pcdt.org.uk](mailto:enquiries@pcdt.org.uk)

*Penwith Community Development Trust*

*Registered Charity number: 1076527*

*Company Ltd by guarantee: 3796245*