

services
and
facilities
2009-2010



services

printing and Photocopying

MVA continues to offer a comprehensive printing and photocopying service to the voluntary sector, but in greatly improved and more economical form. We can offer this service in both A4 and A3 sizes, each either single- or double-sided.

The printer is connected to our network of PC's. So, if you need multiple copies of something that you've done on your own PC, we can accept it either on a CD, a memory stick (flash drive), or as an attachment to an e-mail, dependent, of course, on the computer software used to create them. We also now have a good range of the most popular Desk Top Publishing and Word Processing packages.

And documents designed for A4 can also be produced to A3 size with no modification, so there's no need for major redesign work in order to produce large-print copies for the visually impaired; and think of the benefits of those bigger posters!

Black-and-white and colour printing charges are shown in the table included in this leaflet.

laminating and binding

Now that you've printed or copied your documents or posters, they can be laminated (i.e. coated front and back in clear plastic) to protect them, in either A4 or A3 size (other sizes may be available on request), or bound into book form using our wire- or comb-binder processes.

mva newsletter mccf newsletter flyers and posters

With a circulation of over 400 copies, MVA's quarterly Newsletter can provide an ideal vehicle to reach your target audience.

If you need to circulate voluntary organisations or volunteers in Midlothian, we can include your copy in the form of an article, or an advert in the main body of the Newsletter, or as an inserted flyer or poster. The more specialist Midlothian Community Care Forum (MCCF) Newsletter is also produced with a circulation of over 300. And should you require assistance in composing or producing your own documents, our Desk Top Publishing and Word Processing capabilities mean that we can also be of assistance.

facilities

room hire for meetings and training courses

We are able to offer Midlothian's voluntary sector comfortable, attractive, flexible, and well-equipped rooms for meetings and training courses; and all at very reasonable cost. These rooms, of course, feature full disabled access and other facilities. Hire rates for our resource rooms are also shown in the table on the back of this leaflet.

Our meeting resource suite can provide classroom-, theatre-, conference-, or informal layouts in three size formats :

1. A small room capable of accommodating up to six people;
2. A medium-sized room capable of accommodating up to about 12-14 people;
3. A large room, comfortably accommodating twenty or more (depending on layout required).

To complement our resource rooms, an extensive array of features, facilities and equipment is available, permitting professional presentation whatever the function. These include:

- à Overhead projector and screen;
- à Digital loop audio system;
- à Wall-mounted white-boards, and flip-chart stand;
- à Internet-linked PC(s) and large-print screen magnification system;
- à Digital multi-media projector;
- à Portable television and video-recorder.

As an added service, some items of equipment may be available to hire for use in your own premises.

Session	Commercial	Non-Members	Members
Evening	£25	£15	£6
Half Day (or part of)	£25	£15	£6
Full Day	£45	£30	£12

Additionally, tea / coffee will normally be charged for at 20p per head.

Paper Size / Sides	Commercial	Non-members	Members
A3 Double-sided	£1.50p	£1.20p	75p
A3 Single-sided	£1	70p	40p
A4 Double-sided	75p	60p	35p
A4 Single-sided	50p	35p	20p

Paper Size/Sides	Commercial	Non-members	Members
A3 Double-sided	30p	20p	12p
A3 Single-sided	15p	10p	6p
A4 Double-sided	15p	10p	6p
A4 Single-sided	10p	6p	4p

Product	Commercial	Non-members	Members
Clear Binding Covers	40p	30p	20p
8mm Binding Combs	40p	30p	20p
10mm Binding combs	40p	30p	20p
A4 Laminating	60p	30p	20p
A3 Laminating	£1	60p	40p

available equipment

room hire charges

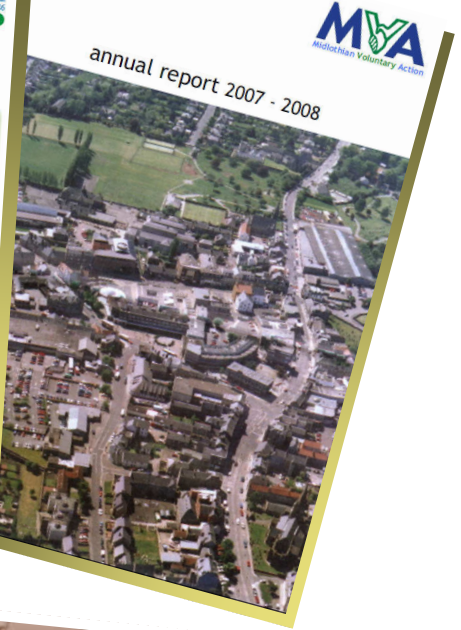
printing and binding charges

charges per sheet for colour printing

charges per sheet for black & white printing

charges for comb binding & laminating

Just some of our publications



For more information about our services and facilities, please contact us here à



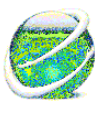
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Midlothian Voluntary Action is registered in Scotland at the above address as a Company Limited by Guarantee (no. SC219994) and as a Charity (no. SC008286)



Europe and Scotland
Making it work together



Lothian



Midlothian



The Scottish Government

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