

How to contact us

To find out more about how we can help you with your printing, copying and document production, please give us a call, or drop in for a chat.

Our offices are open to the public between Monday and Friday from 9.30am until 3.00pm and at other times by appointment. You can contact us by telephone, email or post and visit our website for further information and a map of how to find us.

Community Action Bedfordshire
Bossard House
West Street
Leighton Buzzard
Bedfordshire LU7 1DA

Telephone: 01525 850559
Email: mail@cabeds.org.uk
Website: www.cabeds.org.uk



Registered Name: Voluntary and Community Action South Bedfordshire
Registered Charity No. 1108879 · Company limited by guarantee
Registered in England No. 5386570 · Registered Office

Printing Services



If printing the monthly newsletter, posters or flyers is becoming a headache, we can help reduce the stress.

Our black and white/colour printers can get the job done in minutes, at top quality, rock bottom rates for local voluntary organisations and community groups.

We also offer the good old fashioned photocopying service that we always did, at cheaper rates than ever!



DOCUMENT SERVICES

We can help you get all your printed documents presented in the best format possible with our document binding and laminating service.

Photocopying and Printing

PRINTING / SELF-SERVICE PHOTOCOPYING

- COLOUR OR BLACK AND WHITE

Photocopying facilities are available at the organisation's offices in Leighton Buzzard. If you do not already have an account with us, why not come in and set one up. You can then just pop in and use our copier any time we are open. White and assorted coloured paper is available.

We can print your promotional materials in many different formats, from A4 /A3 posters to A4/A5 booklets (ideal for newsletters). Just arrange a time to bring your artwork into our office (on a memory device) and we will print off one copy for proofing - the rest can be done while you wait.

Service	Cost
Black & White A4	5p
Black & White A3	10p
Colour A4	23p
Colour A3	46p

There is an additional charge of 20% for serviced printing.

There is a 10% discount on larger print runs (over £25).

Document Services

Document binding and laminating is available by arrangement only and is dependent upon Voluntary and Community Action's workload at the time. A self service facility is not available.

DOCUMENT BINDING

A4 comb-binders are available in a variety of sizes and colours. Card and acetate covers are also available.

Document binding rates are as follows:

Binder Diameter	Sheet Capacity	Cost
8mm	45	£0.65
10mm	65	£0.85
12mm	95	£1.15
14mm	125	£1.20
16mm	145	£1.45
Acetate Cover	-	£0.35
Card Cover	-	£0.10

LAMINATING

Laminating rates per sheet are as follows:

Service	Cost
A4 Laminating	£1.10
A3 Laminating	£1.80