

REF-NET-GOV-027	SSEN Distribution Schedule of Charges for Printing		Applies to	
			Distribution ✓	Transmission
Revision: 1.01	Classification: Public	Issue Date: April 2025	Review Date: April 2026	

## 1 Introduction

If you send us a request for information (e.g. request for environmental information under the Environmental Information Regulations (EIR)) and ask for us to respond via the post, you may be charged a fee to cover the printing and postage. This document outlines the charges for printing and posting.

## 2 Outline of Costs

2.1 If you would like your response to be printed and sent in the post, you may be charged. The standard charges for A4 paper are:

- 90g white paper = 1p per sheet
- Black and white ink = 1p per side of A4
- Colour ink = 5p per side of A4

2.2 You may request for the information to be printed on one side of A4, or both sides.

2.3 A £25.00 per hour administration fee will be charged for printing.

2.4 Costs will need to be paid in advance of printing.

## 3 Example

3.1 Here is an example of potential costs:

- One A4 sheet of paper with black and white ink printed on both sides = 3p
  - 100 sheets of paper = £3.00
  - Total cost = £28.00 (including administration fee)
- One A4 sheet of paper with coloured ink printed on both sides = 11p
  - 250 sheets of paper = £27.50
  - Total cost = £52.50 (including administration fee)

## 4 Postage

4.1 All post will also be charged postage in line with the Royal Mail prices which can be found here: <https://www.royalmail.com/current-postage-prices>