

REF-NET-GOV-027	SSEN Distribution Schedule of Charges for Printing		Applies to	
			Distribution	Transmission
			✓	
Revision: 1.02	Classification: Public	Issue Date: February 2026	Review Date: February 2027	

## 1 Introduction

- 1.1 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>

## 5 Timescales

- 5.1 Where a charge for printing is required, SSEN Distribution will provide the requested information (Subject Access Request (SAR), EIR etc.) electronically within the appropriate deadline.
- 5.2 Only when the payment has been received will we print and send the requested information to you.

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## 6 Requests for Documents in Different Formats

- 6.1 If you would like information in a different format (e.g. large font, Braille, via an audio CD, or language other than English), charges do not apply. Please contact our Distribution Priority Services team via email at [networks.priority.services@sse.com](mailto:networks.priority.services@sse.com) or telephone on 0800 294 3259 who will help you access the information you need.