

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 or telephone on 0800 294 3259 who will help you access the information you need.