Prices *inc GST*:

	full / discount*
Meeting Rm (up to 2 hrs)	NA / $20
Meeting Rm (1/2 day)	$50 / $30
Meeting Rm (full day)	$100 / $50
Office (1/2 day)	$45 / $25
Office (full day)	$80 / $45
It Room (1/2 day)	$90 / $70
It Room (full day)	$120 / $100

. *Community groups entitled to discount upon evidence of non-for profit. Prices subject to alteration*

DIGI PROJECTOR/CAMERA, WHITEBOARD & VIDEO CONFERENCING: *Please enquire*

COMPUTER USE: $1.00 / 15 mins

PHOTOCOPIES: single / double

A4: $0.10 / $0.15   A3: $0.30 / $0.35

10% discount applies for 100+ copies

PRINTING A4: $0.20 (black) $0.50 (colour)

PRINTING A3: $1.00

CD & BURN: $5.00 / **FLOPPY DISK:** $1.00

SCANNING: $1.00/pg **SHORT EMAIL:** $1.00

GUILLOTINE USE: $1.00 / 15 min

SHREDDING: $0.05c / page

BINDING: $3.50

FACSIMILE 1ˢᵗ pg / other pgs (0.30 receive

Aust. Wide	$2.00 / $1.00
Overseas	$3.00 / $2.00
Receiving	$0.30

LAMINATING: A4/A3: $1.90 Smaller: $1.50

SECRETARIAL: $15.00 / 30min

WELCOME TO THE MANJIMUP VOLUNTEER & RESOURCE CENTRE

The Volunteer & Resource Centre is situated in the heart of the Manjimup CBD, and receives funding from a number of government sources to provide a diverse range of community support programs.

The Centre provides Volunteer information and referral, along with administration services, room hire and information technology solutions. We are responsible for the *Centrelink* and *Work for the Dole* services to Manjimup and surrounding areas.

Administration Services Include:

- Video Conferencing
- Community Bus Hire
- B&W Photocopying *(A4 & A3)*;
- A4 & A3 Printing *(B&W or Colour)*;
- Computer Use *(for internet, MS Office)*;
- Laminating *(up to A4)*;
- Binding
- CD Burning;
- Scanning;
- Shredding;
- Faxing;
- Emailing;
- Word Processing & Data Entry;
- Digital Projector,
- Camera & Whiteboard Hire
- Resume Assistance & Design;
- Web Site Design *(For Vol. Groups Only)*;
- Flier Design *(For Vol. Groups Only)*.

ROOM HIRE

Whether you need a space for monthly meetings, an office to carry out business or are looking for a training venue; we have the solution for you. All rooms have disabled access and include tea & coffee making facilities. Other services may be requested, these include:

- photocopying & faxing;
- supply of a computer;
- secretarial services;
- stationery supplies; and
- catering (pre-arranged).

All financial members receive one free room hire per month, see VRC flier for details.

OFFICE, BOARD TRAINING & IT ROOMS TO SUIT ANY SITUATION!

Large Meeting / Training Room:

- Board table can be broken down to six individual tables / desks;
- Whiteboard & Pin-up board;
- Television, VCR & DVD Player;
- Phone & Internet access;
- Data Projector (subject to availability at booking time);
- Combustion Fire;
- Radio / CD player; and
- Microwave (in centre kitchen).

Office Space (two spaces available):

- Phone (on request / + call charges);
- Tea & Coffee Making Facilities;
- Television, VCR & DVD Player (must be pre-arranged);
- Internet Access;
- Desk, chairs & small meeting table;
- Microwave & fridge (in centre kitchen, must be pre-arranged).

IT ROOM

The Information Technology room with high-speed broadband connection and MS Office Suite is available for group training.

COMMUNITY BUS

If you are a Community Group? Do you need a bus for an outing? We have a great solution for you, the Shire of Manjimup Community Bus. Speak with us about it today!

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www.manjimup.org.au

VOLUNTEER & RESOURCE CENTRE, MISSION STATEMENT

The Volunteer & Resource Centre, Manjimup Inc. aims to provide an effective network for volunteers and community groups to access information, skills, training and mentoring within our community. The Centre also fosters partnerships with human service agencies and organisations.

Our operating hours are:
Monday to Friday, 9.00am to 3.00pm
45 Rose Street, Manjimup WA 6258
PO Box 314, Manjimup WA 6258
Ph: +61 8 9777 2774
Fx: +61 8 9771 8354
Email: info@manjimup.org.au
Web: www.manjimup.org.au

PROUD TO BE SUPPORTED BY:

Room Hire & Admin Services

photocopying internet laminating cdburning faxing computeruse printing binding videoconferencing digitalprojector scanning shredding digitalcamera secretarial a3print s emails training bushire

mentoring within our community

to provide an effective network for volunteers and community groups to access information, skills, training