A2i Price Guide

Access 2 information for everyone

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Price Guide

Introduction	4
Braille	5
Large Print	6
Audio	7
E-text	8
Easy Read	9
Tactile Diagrams	10
Braille Labels	11
Business Cards	12
BSL Videos	13
Document Conversion	14
Postage	14

Introduction

These prices should help you work out the approximate cost of any work you would like transcribed. Since text always varies in complexity, you will need to show us a copy of the document before we can confirm the exact price for you. Please just email or post your document to us for a written quotation.

Flexibility: remember we can do a lot more than detailed here – please just ask!

These prices are correct at 01/01/20
Current prices can always be viewed on our website: **www.a2i.co.uk**

Our aim:

to make information accessible for people with disabilities

Braille

	Simple format	Complex format	Copies
Braille	£4.15	£9.35	£0.62
Specialist Braille	£9.35	£17.20	£0.62

Prices quoted are per A4 side (approximately 500 words).
Please note that if you cannot provide your document in an appropriate electronic format, then a conversion charge will be added (see page 13).

Standard Presentation:
Braille is produced on A4 white 120-160gsm paper, with black ink title on cover.
Braille documents include stapling/comb-binding/filing (depending on size) free-of-charge.
Various other presentation options are available on request for an additional charge.

Other Options:
Print title on each page/side: extra 40p/side.
Colour covers: £12 for 1 copy; £6 per copy for up to 5; £2.50 per copy thereafter.
Black Dot Artwork: £3.95 for 1 item; £15.00 for 14 items;
80p/item up to 50; 35p/item up to 200; 11p/item thereafter.
Black Dot Artwork - foreign language: £9.00 for 1 item; £22.00 for 14 items;
£1.50/item up to 50; 60p/item up to 200; 19p/item thereafter.

Specialist Braille:
Foreign Language Braille – please ask if specific language is available
Maths Braille – up to degree level
Restaurant Menus – focus on ease of use, contents added if appropriate
Exam Papers – additional layout features, and printed reference copy

Large Print

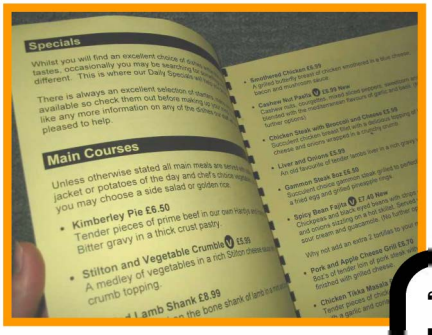
	Simple format	Complex format	Copies
Large Print	£4.15	£9.35	£0.27
Specialist Large Print	£9.35	£17.20	£0.27
Premium Large Print	Adaptation to Large Print matching the style of the original, maintaining branding & design prices on application		

Prices quoted are per A4 side (approximately 500 words).
Please note that if you cannot provide your document in an appropriate electronic format, then a conversion charge will be added (see page 13).

Standard Presentation:
Large Print is produced on A4 pale yellow 120gsm paper for maximum clarity.
Large Print documents include stapling/comb-binding/filing (depending on size) free-of-charge.
Premium Large Print is produced in a style and size to match the original as closely as possible.

Other Options:
Standard print enclosures can be printed at 10p/side.
Various other presentation options are available on request for an additional charge.

Specialist Large Print:
Foreign Language Large Print – please ask if specific language is available
Maths – up to degree level
Restaurant Menus – focus on ease of use, contents added if appropriate
Exam Papers – additional layout features, and printed reference copy



Standard Large Print

Premium

"I'm so delighted with the books – you've really kept the look and feel of the originals, and these are going to be great fun for girls to use. I am also so impressed with the attention to detail and accuracy. Fantastic job!"
Alison Griffiths,
Editorial Project Manager, Girlguiding & Brownies

Audio *

	Simple format	Complex format	Copies
Audio *(wav, mp3 or podcast)*	£5.25	£9.35	£1.80 / CD or £4.00 / USB
Specialist Audio *	£9.35	£17.20	as above
Digital Voice	£3.60 **	£8.80 **	as above
2nd level proofing	£9.35	£9.35	

Prices quoted are per A4 side (approximately 500 words) unless stated otherwise. For copies, please remember that your document may run onto more than 1 CD. You can expect approximately 9,500 words (19 A4 sides) to fit on a WAV CD. Approximately 90,000 words (180 A4 sides) will fit on an mp3 or podcast CD or a USB. Minimum charge for audio is £25.00.

For documents where complete accuracy is essential such as bank statements, we recommend using digital voice or adding 2nd level proofing

** Please note that if you cannot provide your document in an appropriate electronic format, then a conversion charge will be added.

Standard Presentation:

All Audio CDs include print labels free-of-charge.
CDs are packed into wallets or cases (depending on number of CDs).

Other Options:

Braille labels (see page 11) and Inlay cards are available.
Conversion between formats / Digitising: £12.00/media.
£1.00/USB for any USBs that are returned and can be reused.
Various other presentation options are available on request for an additional charge.

Specialist Audio:

Foreign Language Audio

* Price varies by specific language, minimum charge £250.00
(Minimum charge for English audio is £25.00)

Maths – up to degree level

E-text

	Simple format	Complex format
E-text Word *Accessible Word docx*	£3.15 + £1 per graphic	£9.35 + £1 per graphic
E-text PDF *Accessible PDF*	£15.20 + £1 per graphic	£35.00 + £1 per graphic

Prices quoted are per A4 side (approximately 500 words) unless stated otherwise.
Please note that if you cannot provide your document in an appropriate electronic format, then a conversion charge will be added (see page 13).

Standard Presentation:
Accessible Word documents will be presented in Large Print style and provided in docx format. Accessible PDF documents will look like the original PDF and will be fully accessible with adaptive software.

Other Options:
Accessible PDF documents can also be presented in Large Print style - the document is reproduced in Large Print style first, then produced in PDF and made accessible (use the E-text Word prices above plus an additional £3 per page).

Specialist E-text also available - please ask for prices:
Foreign Language E-text - Price varies by specific language
Maths - up to degree level
Exam Papers - additional layout features

What is E-text?:

Most visually-impaired people use computers with specialist adaptive software that reads aloud the text on the screen, magnifies it or produces it on a refreshable Braille display. E-text documents are electronic formats that have been made accessible to work with adaptive software.

Easy Read

	All formats per page
Easy Read ***Short documents (usually <3000 words)***	£170.00 *
Easy Read ***Long documents (usually >3000 words)***	£70.00

Prices quoted are per A4 side (approximately 500 words).
Prices are bespoke so may vary depending on complexity of the original document, please ask for a fixed quote.
* Minimum charge £90 (for example for a simple letter).

Standard Presentation:
Easy Read is produced as print-ready PDFs, A4 size, black text on white background, with full colour images.

Other Options:
Printing can also be arranged for an additional charge.

Why the difference in prices?

Easy Read format combines images with clear text for adults with a learning disability. Usually short documents need to be expanded to provide clarity, but long documents need to be condensed and summarised. The above prices are a guide, and we will provide a fixed quote for any document.

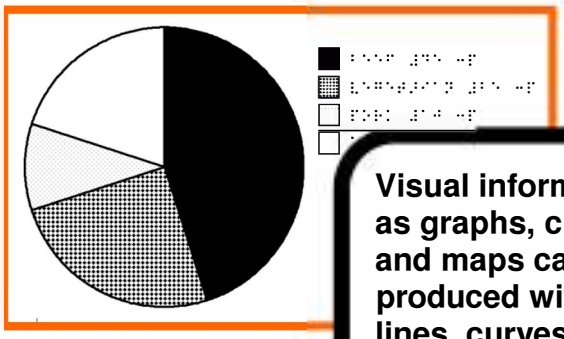
Tactile & Large Print Diagrams

	Simple format	Complex format	Copies
A4	£35.00	£60.00	Tactile £3.00 Large Print £0.27
A3	£45.00	£70.00	Tactile £4.00 Large Print £2.00

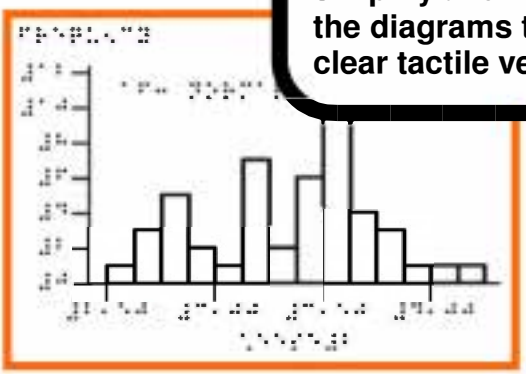
Simple diagrams may include logos and diagrams with few elements and few labels; diagrams and maps with more elements and labels are classed as complex. Please always send your diagrams to us to confirm the category and pricing.

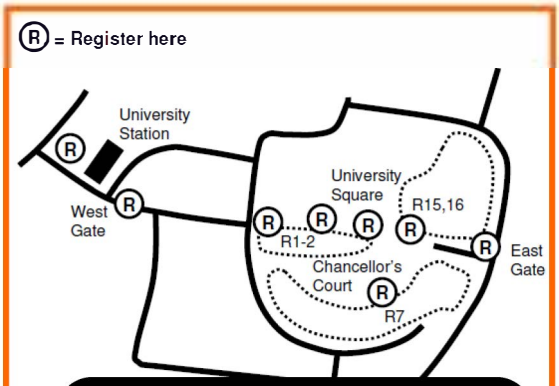
Standard Presentation:
Tactile Diagrams contain raised lines and areas, and have Braille labelling.
Tactile Diagrams are produced single-sided on cream-coloured swell paper.
Tactile areas are black, coloured areas are not raised.
Tactile diagrams are bound into your Braille document if appropriate.
Large Print Diagrams are produced on pale yellow or white 120-250gsm paper for maximum clarity and are integrated into your full Large Print document if appropriate.

Other Options:
Tactile Diagrams can alternatively be produced with raised ink (coloured or transparent) on white card for an extra charge.
If both Tactile and Large Print versions of the same diagram are required, the second version will be charged at half price.



Visual information such as graphs, charts, logos and maps can be produced with raised lines, curves and textured areas. We simplify and re-design the diagrams to create a clear tactile version.





Maps are simplified and redesigned to produce Large Print versions with maximum clarity.

Braille Labels

	0-99	100-499	500-999	1000-4999	5000-9999	>10k
White Braille Labels White paper labels, Embossed Braille Max. size 201 x 288 mm	£1.80	£1.30	£1.19	£0.65	£0.18	£0.13
Clear Adhesive Braille Labels Clear Vinyl labels, Embossed Braille Max. size 145 x 100 mm	£2.00	£1.45	£1.30	£0.70	£0.30	£0.29

We can produce a range of Braille labels which can be used on our Audio CDs and for many other applications such as: **Packaging, Bottling, Greetings Cards, Price Tags**.
If you have a bespoke request, please just ask.

We recommend using clear adhesive Braille labels on CD cases as they increase accessibility

Business Cards

	250	500	1000
Standard Business Cards 1-sided single-sided print + single-sided Braille	£460	£520	£650
Standard Business Cards 2-sided double-sided print + single-sided Braille	£480	£560	£710
Folding Business Cards single-sided print + single-sided Braille scored & folded to give print on outer pages, Braille on inner pages	£500	£680	£1100

Print: Artwork must be supplied with 5mm bleed in an acceptable electronic format.
Braille: We will discuss your requirements and recommend the best text to fit the space.
Please note that Braille text is much larger than printed text, and you may need to cut down the number of words used.
25% Discount available if you order more than 1 set of cards.

Standard Presentation:
Standard cards: 55x85mm
Folding cards: Double size to fit more Braille, folded to standard size;
either side-opening 170x55mm or top-opening 85x110mm
Material: White business card approx 350gsm

Other Options:
Various other presentation options are available on request for an additional charge.

BSL videos

	Simple format	*Complex format*	*Copies*
BSL video (standalone or inset)	£100.00 *	£120.00 *	£2.90
Subtitling	£30.00 *	£60.00 *	£2.90

Prices quoted are per 500 words unless stated otherwise.
Prices are bespoke so may vary depending on complexity of the original document, please ask for a fixed quote.
Complex format for BSL videos includes items such as tables where script needs adapting.
Complex format for Subtitling includes where text needs to be extracted from a video.
* Minimum charge £400 for BSL video; £100 for subtitling.

Standard Presentation:
Standard presentation is as an mp4 file sent digitally.
The copy rate represents the cost per hard copy produced on DVD.

Document Conversion

	Price per side
PDF	£2.50
Hard Copy (Typing/Scanning)	£10.70
Powerpoint	£2.50 per 4 slides

For most services, we need to work from an electronic file. We can accept files in Word, Text Only, PowerPoint and Excel. If you cannot provide your document in an appropriate electronic format, then a conversion charge will be added. The prices shown here are for the most common formats. Please ask if your document is in any other format.
Prices quoted are per A4 side (approximately 500 words).

Postage

	Price
Standard Postage (2-5 days)	**FREE** with your order
Express Postage (1-3 days)	Dependent on weight
Guaranteed Next Day 1pm	Dependent on weight
Guaranteed Next Day 9am	Dependent on weight
Postage Direct to Your Customers (1-3 days AFTB non-confidential items only)	£0.60 / customer

Standard Postage is included FREE for all orders - please ask for prices for other options.

Postage to Customers:
We can dispatch transcribed documents directly to your customer list on your behalf.
You will need to provide the list of addresses. The above price may vary for large documents.

Order Information

We are happy to produce copies on an "as and when required" basis, by arrangement.	**Copies on Request**
A minimum charge of £18.00 applies (before postage) except where stated otherwise (* pages 7, 9 and 13).	**Minimum Charge**
Prices are exclusive of VAT. VAT may be zero-rated for some services.	**VAT**
Our usual turnaround time is 3 days to despatch (depending on size of order).	**Turnaround**
All prices are subject to complexity of document. Complex text includes non-text items such as tables, graphs, diagrams and pictures. All documents need to be seen before the price is confirmed.	**Complex Text**
Discounts may be available for large orders.	**Large Orders**

Send a copy of your document to us today for a fixed quotation.

Contact Us

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