

## Design, Print and Scanning

Wokingham Borough Council can offer digital and print solutions to schools at a competitive price.

Our team are here to bring your vision to life, with examples of the services we offer including the creation and printing of internal/external signage, coursework books, banners for events, and marketing materials. We are able to either support you in using your own designs by ensuring they are compliant and will produce a good quality result, or you can work with our in-house designer to create something new.

We have extensive experience in providing this service to schools both within and outside of the borough, with a thorough understanding of the time and cost implications of each job. Much of our work is done in-house, including design work if required, which gives us greater control over timelines and quality than other providers. If work needs to be undertaken externally, we are able to use the buying power of the council to secure competitive rates.

If you require a digital or print service that isn't on this brochure, please get in contact to see if we can help.

Service	Details/Options	Price (VAT will be added where applicable)	Service Specific Terms
Design	We can carry out printing jobs using your existing artwork or collaborate with you to create engaging and accessible campaign designs. Our approach includes the use of accessibility tools such as Photosymbols Easy Read software to ensure inclusivity.	Price on application	Payment in advance for jobs under £30. Invoice on completion for all other work.
Print	Examples of printing jobs we can accomplish for you, but please enquire if you have other requirements:  Workbooks Exam papers Internal and external signage - directional and marketing Banners Stickers for bins/CCTV etc. Leaflets	Price on application	
Scanning	Data secure scanning. Please discuss your requirements for further information and pricing.	Price on application	

Please email [business.services@wokingham.gov.uk](mailto:business.services@wokingham.gov.uk) in the first instance if you have any queries