




<b>How to join</b>		<b>Spring 2011</b>
<b>Membership</b>		
<b>Joining fee</b>		<b>£30.00</b>
<b>Starter Pack</b> (Data Sheet, Poster Guides, A4 display folder-20 pockets and mouse-mat)		<b>£10.00</b>
Membership gives up to 3 email queries per month and access to tutorial and consultancy services, use of Topsites pages and guide downloads		
<b>Total</b>		<b>£40.00</b>
<b>Subscription</b>		
<b>Monthly Standing Order</b>	Minimum 12 months	<b>£9.00</b>
<b>or a one off annual payment</b>	Renewed in advance	<b>£108.00</b>

<b>Annual services for first home computer</b>		
<b>Computer Annual Service</b>	Dust and clean exterior of computer. Run maintenance programs. Uninstall unwanted software. Troubleshoot any issues resulting from configuration drift. Full summary.	<b>£75.00</b>
<b>Annual Security Renewal</b>	New licence and new version of security software installation, with customer familiarisation and full summary (including cost of Norton Internet Security)	<b>£90.00</b>
<b>Not Under My Roof Service</b>	 Annual review of filtering and security settings on home modem router (If applicable and excluding hardware requirements)	<b>£75.00</b>

**Discount on services for additional home computers: 20%**

<b>Annual services for additional home computers</b>		
<b>Computer Annual Service</b>	As above	<b>£60.00</b>
<b>Annual Security Renewal</b>	As above (including cost of Norton Internet Security)	<b>£75.00</b>



<b>Installation and set up of a new computer</b> (assuming existing broadband)		
<b>Hardware assembly</b> for a new tower system or desktop – including ergonomic advice on layout, labels for electric plugs and cable-tidies		<b>£30.00</b>
<b>Software installation</b> (including operating system set-up, activation of Internet Security trial and any other software)		<b>£70.00</b>
<b>Total for computer</b>		<b>£100.00</b>
<b>Installation of a new laptop</b> (assuming existing broadband)		
<b>Ergonomic laptop assembly (and recommendation)</b> for laptop riser, keyboard and mouse to encourage safe computer use and avoid RSI, back and eye problems		<b>£30.00*</b>
<b>Software installation</b> (including operating system set-up, Internet Security activation and any other software)		<b>£70.00</b>
<b>* not essential</b>	<b>Total for laptop</b>	<b>£100.00* or £70.00</b>
<b>Broadband installation</b>		
<b>Broadband installation (telephone or cable)</b>		<b>£50.00</b>

<b>Additional services</b>		
<b>Inkjet printer installation (Printer, Scanner, Copier) per computer</b>		<b>£50.00</b>
<b>Colour Laser Printer installation – first computer</b>		<b>£50.00</b>
<b>Each additional computer</b>		<b>£10.00</b>
<b>Transfer of data from old computer</b>	<b>per hour</b>	<b>£50.00</b>

<b>Tutorial Charges</b>		<b>Spring 2011</b>
<b>Computer Driving Lessons (Tutorial instruction)</b>		
<b>Weekly</b>	1 hour lesson	<b>Minimum of 4</b> <b>£40.00</b>
<b>Ad-hoc</b>	1 hour lesson	<b>£60.00</b>
<b>Examples:</b>	Family Safety course of 4 lessons	<b>£160.00</b>
	Learn the basics course of 6 lessons	<b>£240.00</b>

**Notes:**

- 1 All lessons or service appointments must be scheduled and agreed in advance.
- 2 Any lessons cancelled with less than 1 working days notice will be charged for.