



文書處理網絡服務及收費

DocuXpress Services & Charges

***獨有資料加密
及網路保安功能**
Unique Hard Disk Data Encryption
and Network Security

影印及輸出服務 Photocopy and File Output Service

影印服務 Photocopy Service (單面 Single Sided)	A4	A3
彩色 Color	\$6	\$8
黑白 B&W	\$4	\$5

檔案輸出服務 File Output Service (單面 Single Sided)	A4		A3	
		「多版合一」附加費 "Multiple pages per page" Additional Charge		「多版合一」附加費 "Multiple pages per page" Additional Charge
彩色 Color	\$8	\$4	\$10	\$5
黑白 B&W	\$6	\$3	\$8	\$4

附加服務 Additional Service

A4高級証書紙 A4 Deluxe Certificate Paper (Conqueror)	\$10 / 張 pc
厚咭紙 Card Paper	\$10 / 張 pc

備註: 1. 接受 doc (Word)、pdf、jpeg 及 ppt (PowerPoint)檔案輸出文件。
2. 文件輸出收費以輸出版數計算，如使用「多版合一」服務每版輸出需加上附加費。
「多版合一」服務優惠只適用於doc (Word)、pdf及ppt (PowerPoint)檔案，及只可用於同一檔案。
3. 不提供版權著作 (例如：書籍、樂譜、報章及雜誌) 之影印及檔案輸出服務。
4. 影印及檔案輸出服務不可提供予複印任何香港紙幣或其任何部份。
5. 不提供自攜紙張作影印及輸出服務。
6. 本公司只提供檔案直接輸出服務，如來源檔案格式不符，恕不提供即場修改服務。
7. 以上折扣不可與其他優惠同時使用
8. 以上折扣只適用於相同價格、尺寸及種類的服務

Remarks: 1. doc (Word)、pdf、jpeg and ppt (PowerPoint) file format are accepted for file output.
2. Service charge for document file output service is calculated on the actual page number printed. However, additional charge will be added to per page printed for using "Multiple pages per page" function. "Multiple pages per page" function is only available to doc (Word)、pdf and ppt (PowerPoint) and only applicable to same file.
3. No photocopying and file output service for documents with copyright (e.g. book, musical score, newspapers & magazines).
4. Photocopy and file output service is not allowed for copying the whole or any part of any Hong Kong currency notes.
5. Photocopy and file output service from paper provided by customers is not available.
6. Only direct file output service will be provided. File amendment service is not available for mis-match file format.
7. The above discount cannot be used in conjunction with other offers.
8. The above discount is only applicable to service of same price, size and type.

掃描服務 Scanning Service

掃描文件至USB Scanning Document to USB	\$10 / 版 page
燒錄至光碟 Burning to Disc	\$20 / 隻 pc

備註: 1. 可接受A3尺寸或以下之文件
2. 掃描文件儲存格式為jpeg或pdf
3. 光碟容量上限為650MB

Remarks: 1. Accept document size of A3 or below
2. Scanning document file format is jpeg or pdf
3. Max. storage size of disc 650MB

電郵文件服務 Email Service

傳送 Send Out (自攜檔案 File Provided)	\$10 / 檔案 File
傳送 Send Out (掃描文件 Scanning Document)	\$10 / 版 Page

備註: 1. 檔案支援上限為8MB (以每個電郵或單項附件計算)
2. 不設接收電郵服務
3. 掃描文件尺寸需為A3或以下

Remarks: 1. Max. file size is 8MB (calculated on each email or attachment)
2. Email receiving service is not available
3. Scanning document available for A3 or below

文件檔案光碟燒錄服務 Documents to Disc

文件檔案光碟燒錄 (4檔案+碟) Documents to Disc (4 Files + Disc)	\$30 / 隻 pc
文件燒光碟 (+1檔案) Documents to Disc (+1 File)	\$5 / 檔案 File

備註: 1. 每個檔案需20 Mb或以下
2. 如檔案超過20 Mb (不足20 Mb亦當20 Mb計算)，當作另一新檔案，以雙倍價錢收費

Remarks: 1. Max. file size is 20MB
2. Over 20MB will count as a new order

釘裝服務 Binding Service

A4金屬線圈釘裝 Wire Ring Binding	1-50張pcs \$30 / 份 set
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過膠服務 Lamination Service

相片 Photo	2R/3R/4R	5R/6R/8R/8F
	\$6 / 張 pc	\$12 / 張 pc
文件 Document	A4	A3
	\$12 / 張 pc	\$24 / 張 pc

備註: 1. 建議為過膠之文件及相片先作備份 (例如複印或掃描)，在任何情況下，如過膠時出現損壞情況，本公司恕不負責。
2. 為確保過膠質素，本公司未有提供雙面過膠服務，亦不建議將証書、重要文件及殘舊相片過膠。

Remarks: 1. It is suggested to make back up for document / photo before lamination. Under any circumstances, we will not be responsible for any damage happened during lamination.
2. To ensure the quality of services, double-sided lamination service is not available. Also, we do not recommend lamination of certificates, important documents and old & worn photos.

傳真服務 Fax Service

傳送 Send Out	本地 Local	指定地區 Designated Area
	\$10 / 版 page	\$30 / 版 page
接收 Receiving	所有地區 All Areas	
	\$10 / 版 page	

備註: 1. 任何不成功的傳真服務，同一宗交易，本公司只會於同一日內為同一文件提供3次傳真服務，建議顧客於傳送前與收件者確認。
2. 以上收費以每頁A4尺寸計算。

Remarks: 1. For any unsuccess fax order, we will provide 3 trials for fax service of the same document within the same day in one transaction. We recommend customer to reconfirm with the receiving party before fax out.
2. The above service fee is calculated on per A4 size paper.

免費文具
用品借用
Stationeries
Available to Borrow

* 快圖美選用的多功能影印機備有資料加密及網路保安等功能，為確保顧客的文件資料不會外洩，多功能影印機會將資料加密後才傳送，並且於影印、數碼輸出、掃描、傳真、電郵等工作完成後，有關文件的資料會即時在多功能影印機內刪除。
The Multi Function Photocopier deployed by Fotomax is equipped with Hard Disk Data Encryption and Network Security. To avoid leakage of customer's documents, all information will be encrypted before sending out, and data will be deleted after completion of photocopying, file output, scanning, fax and email.

- 1) 以上服務收費只供參考，如有更改，恕不另行通知。
 - 2) 退款/退換服務不適用於各項「文書處理網絡」服務。
 - 3) 顧客惠顧任何服務，均需預先繳費。任何情況下，已繳之款項將不獲退回。
- 1) Above services prices are for reference only. Prices are subject to change without prior notice.
 - 2) Refund / return policy is not applicable to all "DocuXpress" services.
 - 3) Customer is requested to make payment in advance for all services. Refund of payment made is not available in any circumstances.