



MANDARIN ORIENTAL  
WASHINGTON D.C.

**BUSINESS SERVICES CENTER**

- High Speed Internet Access
- Dell Computers with CD Writers
- Microsoft® Office 2007
- General Office Supplies
- Color Photocopying / Transparencies
- In/Out Facsimile Service
- Color Laser Printing
- General Equipment Rentals

**ADDITIONAL SERVICES ARE AVAILABLE.**

Located on the Ballroom Level  
Open 7:00a.m. to 7:00p.m.  
Monday to Friday.

Mandarin Oriental, Washington D.C.

1330 Maryland Avenue, S.W.  
Washington, DC 20024  
Hotel Extension 6130  
Direct: (202) 787-6130  
Fax: (202) 787-6165  
Email: [200mb@swankav.com](mailto:200mb@swankav.com)



❖ **PHOTOCOPIES**

1-100 copies.....	25¢ each
101-500 copies.....	20¢ each
500-2,500 copies.....	15¢ each
2,500 or more.....	10¢ each
Color Laser copies.....	\$1.50 each
50 or more.....	\$1.00 each

❖ **FACSIMILE SERVICE**

**Outgoing Domestic**

First Page.....	\$6.00
Additional Pages 2 - 9.....	\$2.00 each
Additional Pages 10 +.....	\$1.00 each

**Outgoing International**

First Page.....	\$10.00
Additional Pages.....	\$2.00 each

**Incoming Faxes**

1-10 pages.....	\$3.50
11-21 pages.....	\$5.50
22-35 pages.....	\$12.00
36-70 pages.....	\$16.00
71-100 pages.....	\$21.00

❖ **HIGH SPEED INTERNET ACCESS**

Wired connection*.....	\$10 per ¼ hour (*None Meeting Room Usage Only)
Wireless Internet.....	\$15.00 per day (*Public Access Areas Only, Not Guest Rooms)

**CD DUPLICATION (By Staff)**

CD-R / CD-RW.....	\$6.00* (*Plus cost of CD-R / CD-RW)
Blank CD-R.....	\$3.00 each
Blank CD-RW.....	\$4.00 each
Floppy Disks.....	\$2.00 each

❖ **NAME TAGS, TENTS, & BADGES**

Tent Cards	1-10.....	\$2.00 each
	12-50.....	\$1.50 each
	51-up.....	\$1.00 each
Hanging Badge	1-10.....	\$2.00 each
	12-50.....	\$1.50 each
	51-up.....	\$1.00 each
Clip-on Badge	1-10.....	\$2.00 each
	12-50.....	\$1.50 each
	51-up.....	\$1.00 each
Unprinted Name Tags.....	25¢ each	
Unprinted Badges.....	75¢ each	

❖ **SHIPPING SERVICES**

FedEx/UPS*.....	\$10 processing fee
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\*Must be ready for shipment by 4:30 pm M-F\*

❖ **LAPTOP HOOKUP & LASER PRINTING**

Laptop Hookup.....	\$5.00
B/W Laser Printing*.....	\$.50/page
Color Laser Printing*.....	\$1.00/page
High Speed Internet.....	\$10 per ¼ hour
Wireless Internet.....	\$15.00 per day (*Printers may require installation of drivers.)

❖ **COMPUTER USAGE\***

Word Processing, etc.....	\$30.00 (* ½ hour minimum / Plus Printing Costs)
Typing (by staff).....	\$20.00 – 45.00 (*staff typing upon availability)

❖ **FILE DOWNLOADING (VIA EMAIL)\***

Graphic & Logo Files.....	\$6.00
Text Files.....	\$5.00 (* Plus Printing Costs)

❖ **EQUIPMENT RENTAL \***

Desktop Computer.....	From \$250 / Day
Laptop.....	From \$350 / Day
Fax Machine.....	From \$180 / Day
B/W Printers.....	From \$250 / Day
Color Printers.....	From \$350 / Day
B/W Copiers.....	From \$600 / Day
Color Copiers.....	From \$800 / Day
Paper Shredder.....	upon request

*\*(available with 24 hour notice, upon request)*

❖ **OFFICE SUPPLIES**

Manila Folders.....	50¢ each
Shipping Envelopes.....	\$2.00 each
Packaging Tape.....	\$2.75/roll
Copy Paper.....	\$8.00/ream
Color Copy Paper.....	\$10.00/ream
3-Hole Copy Paper.....	\$15.00/ream
Legal Pads.....	\$1.50/\$2.50 each
Ink Pens.....	50¢ each or \$4.50/box
Pencils.....	25¢ each or \$2.50/box
Highlighters.....	\$2.00 each
Desk Stapler Pack.....	\$10.00 each
White-Out.....	\$1.00 each
Sheet Protectors.....	\$1.00 each
Medium Paper Clips.....	\$2.00 /box
Large Paper Clips.....	\$3.00 /box