

PRICE LIST OF ADDITIONAL BUSINESS SERVICES

1. TAKEOVER OF ITEMS AT USER'S ADDRESS

Takeover of goods/items at user's address provides for users that are not in position to hand over their item or goods for forwarding to Business Service by themselves, or they simply want to have this job done for them.

Handing over of goods/items will be done by vehicles of Business Service, at time and place of user's choice. Take over service will be done, according to mentioned prices, in narrower urban area (up to 20 km of distance from Business Service which is located in Belgrade, at 2 Savska Street).

Fees for performed services of taking over items/goods at user's address, are charged and are invoiced monthly, according to number of performed services during the month, according to following group price.

	Type of service	Price (RSD)	Note
1.1.	One takeover of non-packed items at the user's address	1.000,00	
1.2.	Ocasional takeover of non-packed items at the user's address (up to 5 times monthly)	4.000,00	Lump-sum price for a month
1.3.	Ocasional takeover of non-packed items at the user's address (from 6 to 15 times monthly)	8.000,00	Lump-sum price for a month
1.4.	Everyday takeover of non-packed items at the user's address (maximum 22 times during the month)	12.000,00	Lump-sum price for a month

2. FORMATION OF ITEMS

This set of services enables user to commission, pack, address and properly prepare items in organization of Business Service.

Business Service has means for formation of all types of letter-post items and parcels, newspaper, magazines and other goods.

	Type of service	Price (RSD)	Note
2.1.	Putting into envelope of: flyers, written notification or printed papers (manually)	2,00	Price of envelope isn't included
2.2.	Formation of items, that contain goods, by putting them into the envelope	4,50	Price of envelope isn't included
2.3.	Formation of items by wrapping the contents into the paper	15,00	Price includes material
2.4.	Formation of items by putting the contents into box	4,00	Price of box isn't included
2.5.	Formation of items by vacuuming the	6,00	

	contents in the machine with thermo-shrinking folio		
2.6.	Formation of items by using machine for polypropylene folio welding	6,00	
2.7.	Cross-tied with a rope	3,00	
2.8.	Commissioning (making of products or items from 2 to 4 elements)	4,50	
2.9.	Commissioning (making of products or items from 5 to 10 elements)	8,00	
2.10	Commissioning (making of products or items from 11 and more elements)	20,00	

3. PERSONALIZATION OF ITEMS

Personalization of items includes services for data processing with reference to necessary documentation and addressing of trace registration slip, money order and other forms.

	Type of service	Price (RSD)	Note
3.1.	Data processing (listing)	2,00	According to address data
3.2.	Inserting address data	4,00	According to address data
3.3.	Using of address data from database	3,00	According to address data
3.4.	Editing (printing) of trace registration slip	3,00	Price includes the price of trace registration slip
3.5.	Editing (printing) of form "Advice of receipt"	3,00	Price includes the price of form
3.6.	Editing (printing) of Inward Payment Order	3,00	Price includes price of Inward Payment Order
3.7.	Dispatch of letter-post item	3,00	Per item
3.8.	Dispatch of parcels	5,00	Per item
3.9	Editing – printing of inquiry form	3,00	Price includes the price of form

4. OTHER SERVICES

	Type of service	Price (RSD)	Note
4.1.	Printing of envelopes, documents, E-mails	3,00	Per one sheet or per envelope
4.2.	Photocopying (A3, A4)	3,00/2,00	
4.3.	Opening of P.O.Box	free of charge for users of bussines services	

5. WAREHOUSING

Warehousing offers users an advatage to warehouse in Business Service their goods to be successively delivered as postal consignments, in order to avoid daily shipments.

This service enables users to deliver goods/items to buyers, when they want, they leave at Business Service a list of their recipients for whom the goods warehoused at Business Service will be made-up as items, and the organization of Business Service can arrange a fast and efficient delivery.

	Type of service	Price (RSD)	Note
5.1.	Monthly rent of 1m ³ warehouse space	1.100,00	Price includes cost of handling goods