

XEROX®



BUSINESS CENTRE
DELIVERING SERVICE EXCELLENCE

THE *Fairmont*
ROYAL YORK



XEROX BUSINESS SERVICES is the world leader in document outsourcing, providing companies with an unmatched combination of document-focused people, processes and technologies that help customers concentrate on what they do best.

The Xerox Business Centre on-site print and copy centre, designed exclusively for The Fairmont Royal York, has been providing professional document solutions since 1997. This includes on-site professional graphic design, high-speed digital printing in black and white and colour, large-format colour poster bindery and office conference & business document solutions.

We provide a one-stop solution for all conference needs. We co-ordinate all incoming and outgoing couriers and faxes. Our Business Centre is equipped with high-speed internet workstations, private phone booths and boardroom.

The Xerox Business Centre's mandate is to deliver quality, service, and value to The Fairmont Royal York and their guests.

In addition, The Xerox Business Centre provides The Fairmont Royal York access to leading edge thinking and technology from the world's leading Document Company-Xerox. Our on-site Document Consultant can help you use these Xerox resources to co-ordinate your projects, and manage all the resources required to ensure flawless execution.

We deliver quality document services. Our energized and motivated staff understand our customers and find innovative ways to add value every day. Our success depends upon it.

Take full advantage of our document expertise. Your Xerox Business Centre team has the experience and the technology to help you conceive and create the right solution to meet your specific business needs.

■ **The Xerox Business Centre**

Offers guests of The Fairmont Royal York a unique environment in which they can focus on their business needs in comfort, with all of the resources they need on hand.

Four High Speed Work Stations	Three Laptop Work Stations
On-site Boardroom Rental	Two Private Phone Booths
General Work Area with Massage Chair	

■ **Graphic Design**

Our on-site design team has been with The Fairmont Royal York for 3 years and has gained valuable knowledge of the hotel and conference industry.

Creative Design	Invitations, Business Cards, Posters
Menus, Calendars, Tent Cards	PowerPoint Presentations and More

■ **Digital Print Solutions**

Send us your digital files and receive all of the benefits of digital printing on-site.

Training Manuals	Brochures
Conference Materials	Presentations
Presentation Covers	Posters

■ **Black and White**

Our state of the art technology provides seamless integration and high quality black and white output of your digital and hard copy documents.

■ **Electronic Document Scanning**

If you require hard copy documents in electronic format (PDF), we can scan and enhance your documents using our high-speed document scanner.

■ **Digital Colour**

Give your documents the full impact of colour on our Digital Copiers.

■ **Print on Demand**

Our digital technology allows you to cost effectively print only the quantity you need at the right time and the right place.

■ **Variable Print**

Make your documents more effective with personalization. Watch your response rate increase by gaining your audience's attention with targeted messages.

■ **Other Reprographic Services**

Let us manage all of your document and project needs.

Oversize Printing – Banners, Posters	Laminating
Mounting	CD Duplication

■ **Document Finishing and Assembly**

The finishing touch – where it all comes together.

Scoring	Saddle Stitch Booklets
Custom Binding	Plastic and Wire Report Binding
Mounting	Plastic Lamination
Die Cutting	Custom Tab Collating

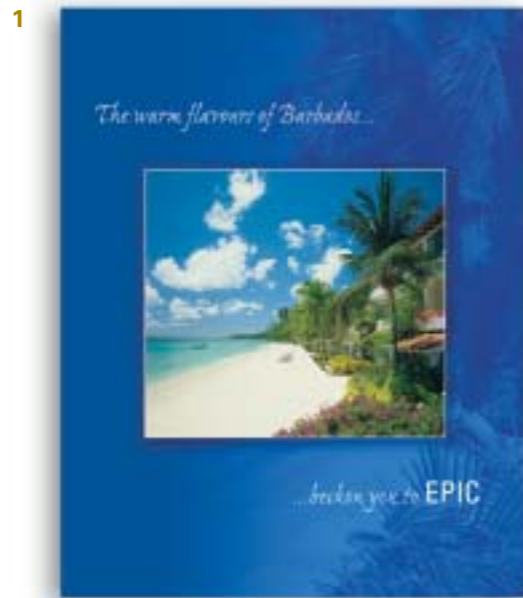
■ **Courier and Fax Services**

Co-ordinating of incoming and outgoing courier and faxes.

■ **Xerox Rental Program**

We can arrange for the rental of office equipment to meet your business needs.

Laptops	Desktops
Flat Screen Monitors (up to 50")	Printers
Photocopiers	Fax Machines



1. Epic Restaurant Theme Poster 2. Library Bar Martini Menu 3. Fairmont Corporate Christmas Card

4. 2005 Royal York Calendar 5. Benihana New Years Eve Poster 6. Fairmont Film-Festival Promo Cards

It starts with a great idea, and ends with flawless execution!

■ **Print Management**

We understand your specific document and communication requirements. Providing recommendations, including determining the most cost effective production method. Co-ordinating your projects, and managing all the resources required to ensure flawless execution. Determining the most appropriate production facilities from the largest graphic arts market in Canada.

■ **Your Documents: Our Only Priority**

The on-site print and copy centre is devoted solely to The Fairmont Royal York conference attendees and guests. Our staff is committed to meeting your document requirements and understanding your business needs.

■ **Time to Market: Speed and Accuracy**

Being dedicated only to the document needs of The Fairmont Royal York conference attendees and guests allows us to complete your jobs quickly and accurately. Avoid finalizing your document weeks in advance. Printing on-site allows your information to be more up to date at conference time.

■ **Flexible**

Our on-site service has the flexibility to accommodate rush jobs, last minute requests and critical changes.

■ **Ease of Use**

There are two convenient methods to send us your print and copy requests: by email at xbc@fairmont.com, or come see us in person at the Business Centre, lobby level, east entrance.

■ **Billing**

Billing of Xerox projects is centralized with The Fairmont Royal York. All charges are billed to your master account or room, whichever you request.

■ **Secure and Confidential**

We understand the confidential nature of your business. With Xerox Business Services located on-site, your documents never leave the facility, ensuring that the contents of your documents remain secure and confidential.

■ **Digital Printing & Copying**

Single Sided:	8.5" x 11"	8.5" x 14"	11" x 17"
Black & White 20 lb stock	\$ 0.04	\$ 0.04	\$ 0.08
Colour 24 lb stock	\$ 0.85	\$ 0.85	\$ 1.70

■ **Posters**

	20" x 24"	22" x 28"	24" x 36"
Printed	\$ 24.98	\$ 25.49	\$ 25.94
Laminated	\$ 55.62	\$ 57.25	\$ 58.65
Mounted	\$ 83.79	\$ 85.64	\$ 87.27
Laminated and Mounted	\$ 87.20	\$ 89.45	\$ 91.36

■ **Finishing**

Staple by hand	\$ 0.08		
Fold by hand	\$ 0.08		
Collate by hand	\$ 0.08		
Card stock covers	\$ 0.10		
Lamination (8.5" x 11" 3 mm)	\$ 1.00		
Cerlox	0.5" or less	0.5" to 1"	Over 1"
	\$ 2.50	\$ 3.50	\$ 4.50

■ **Creative Services**

Creative design	\$125 per hour	
Desktop publishing	\$ 85 per hour	
Data entry	\$ 65 per hour	
Scanning	\$ 10 per scan	
CD duplication	\$ 15.00	

■ **Facsimile**

	First page	Additional
Local	\$ 2.00	\$ 1.00 each
Long distance	\$ 3.00	\$ 1.50 each
Over Seas	\$ 5.00	\$ 2.00 each
Incoming	first 10 free	\$ 0.30 each

■ **Internet**

Private booth	\$ 5.00 per hour
Conference room	\$ 40.00 per hour

■ **Courier services**

Bill-to-room and credit card services available

Our top priority is your satisfaction! Proudly ranked by Report On Business Magazine to be among the top fifty best Canadian companies to work for in 2004. Contact us today for a quote on any of our business services.

■ **Location**

The Fairmont Royal York
100 Front Street West
Lobby Level, East Entrance
Toronto, Ontario
M5J 1E3

■ **Email**

xbc@fairmont.com

■ **Contacts**

Site Lead

Debbie Folland

T: 416.860.5010

F: 416.368.9040

debbie.folland@fairmont.com

Customer Account Manager

Gail Tomev

T: 416.860.5019

gail.tomev@fairmont.com

■ **Site Hours**

Monday – Friday 7:00 am – 10:00 pm

Saturday – Sunday 10:00 am – 6:00 pm

