

THE LAW SOCIETY OF SINGAPORE

PRACTICE DIRECTION 3.7.1

[Formerly PDR 2013, para 47]

PHOTOCOPY CHARGES

Council's Practice Direction 1 of 2003 issued on 15 February 2003 had set a new standard charge, as there was a reduction in the financial cost involved in acquiring a machine. The Council recommended a new flat charge of 15 cents per sheet where the law practice has its own machine.

A query has been brought to the attention of the Council as to whether the standard photocopying charge of 15 cents applies in respect of per page printed or per piece of paper used.

For the avoidance of doubt, the recommended photocopying flat charge of 15 cents applies in respect of per page printed. Therefore, in the case of double-sided printing, where one piece of paper is used to print two pages, the recommended photocopying charge is 30 cents.

After review, the Council has also decided to recommend the following photocopying charges for the respective paper sizes:

	Black and White or Colour Photocopying	P a p e r Size	Recommended Photocopying Charge Per Page (ie, Side)
1	Black And White Photocopying	A4	\$0.15
2	Black And White Photocopying	A3	\$0.50
3	Black And White Photocopying	A1	\$3.00
4	Black And White Photocopying	A0	\$5.00
5	Colour Photocopying	A4	\$1.00
6	Colour Photocopying	A3	\$2.00

Date: 31 January 2019

THE COUNCIL OF THE LAW SOCIETY OF SINGAPORE