

## SERVICES

The Business Center specializes in a range of quality services to suit your needs.

- Wide-format printing (for posters/banners)
- Poster mounting
- Business cards
- Bindery services (10+ options)
- Transparencies
- Fax services
- Scanning services via email or burn to CD
- Internet services (both regular and wireless)
- Packaging and shipping
- Overnight shipping services via Federal Express, UPS, USPS
- Office equipment rentals (B&W/Color printers, B&W/Color MFP copiers, Facsimiles and PCs)
- Universal cell phone chargers
- Mobile business centers
- Mobile shipping desks
- Office supplies
- Production Color and B&W copies
- Production Color and B&W printing

### SAVE MONEY AND TIME

Avoid the hassle of traveling with papers and manuals that you may need, or paying a high cost for shipping. We will ensure that your documents will be finished and ready for distribution when you need them.

### QUALITY

The latest digital equipment is used in the Production of your documents. We can accept your digital files via e-mail, portable media, floppy disk, and CD ROM and provide you with a proof ahead of time. Let our Document Specialists work with you to help convey the professional image you want.

## PRINTING & COPYING

- High-speed duplicating
- Full-color copies
- Laser printing
- Saddle-stitch booklets
- Finishing and bindery
- Wide-format poster printing and flush mounting

### WIDE FORMAT PRINTING

- Posters – \$10.00 sq. foot
- Banners – Call for quote
- Poster mounting – \$2.00 sq. foot

### BUSINESS CARDS

- B&W / Color

Please call the business center for quotes.

### PRINTING & SCANNING

- Boarding passes \$1.00 ea
- Digital color \$2.00 ea
- Digital B&W \$1.00 ea
- Scanning \$1.00 ea

Discounted pricing is available for larger volumes or special requests.

### BLACK & WHITE DIGITAL COPIES

- 1 – 99 \$ .25 ea
- 100 – 499 \$ .15 ea
- 500 + \$ .10 ea
- Transparencies \$1.00 ea

Discounted pricing is available for larger volumes or special requests.

### COLOR PHOTOCOPIES

- 1 – 149 \$2.00 ea
- 150 – 249 \$1.50 ea
- 250 + \$ .70 ea

Discounted pricing is available for larger volumes or special requests.

## GUEST PARCEL SERVICES

- (Parcel Handling Fees)
- Envelope \$ 3.00
  - Small box \$ 3.00 (up to 4 lbs)
  - Medium box \$ 5.00 (5 – 20 lbs)
  - Large box \$10.00 (21 – 70 lbs)
  - Golf club \$10.00
  - Display cases \$15.00
  - Pallets \$70.00 (per 100 lbs)

For same-day shipping, outbound parcels must be received in the package room by 4:30 p.m. Monday through Friday. Items received after 4:30 p.m. on Friday will be shipped out on Monday unless you request special handling. Saturday shipping services are available until 11:30 a.m. with advance notice. Special rates apply.

## COMPUTER SERVICES

- Internet connections
- Connections for your laptop
- CD burning and duplication

### COMPUTER USE

- 10 minutes \$ 6.00
- 15 minutes \$ 7.00
- 20 minutes \$ 9.00
- 1 hour \$20.00

### WIRELESS INTERNET ACCESS

- 4 hours \$3.95
- 8 hours \$6.95

Prices are valid for access within the business center only.

## OUTGOING FAXES

- Domestic, 1st page \$5.00
- Additional pages \$3.00
- International, 1st page \$8.00
- Additional pages \$4.00

## NOTARY SERVICES

Notary services are available at a cost of \$10.00 per seal.

## OFFICE SUPPLIES

Choose from a complete line of office supplies and products.

The Business Centers at the *Walt Disney World*® Resort are operated by IKON Office Solutions and are located in the convention centers at the following Disney Resorts. They provide a full range of business services to accommodate you during your stay.

**Disney's BoardWalk Resort**

2101 Epcot Resorts Blvd.  
Lake Buena Vista, FL 32830  
Phone: 407-939-2399 Fax: 407-938-9341  
bw@ikonbusinesscenters.com  
Daily: 7:00 a.m. – 5:00 p.m.

**Disney's Contemporary Resort**

4600 North World Drive  
Lake Buena Vista, FL 32830  
Phone: 407-824-1780 Fax: 407-938-9342  
cr@ikonbusinesscenters.com  
Daily: 7:00 a.m. – 7:00 p.m.

**Disney's Coronado Springs Resort**

1000 West Buena Vista Blvd.  
Lake Buena Vista, FL 32830  
Phone: 407-939-3883 Fax: 407-938-9340  
cs@ikonbusinesscenters.com  
Daily: 7:00 a.m. – 7:00 p.m.

**Disney's Grand Floridian Resort & Spa**

4401 Floridian Way  
Lake Buena Vista, FL 32830  
Phone: 407-824-2996 Fax: 407-938-9343  
gf@ikonbusinesscenters.com  
Daily: 7:00 a.m. – 5:00 p.m.

**Disney's Yacht Club Resort**

1750 Epcot Resorts Blvd.  
Lake Buena Vista, FL 32830  
Phone: 407-934-3861 Fax: 407-938-9339  
yb@ikonbusinesscenters.com  
Daily: 7:00 a.m. – 7:00 p.m.

# **Business Center Services at the Walt Disney World® Resort**

*The Business Centers are here to serve as your office away from home. We offer solutions for all your business, convention and meeting needs.*

*Not only do we provide day-to-day document requirements, but also a variety of services, including office equipment rental, large document reproduction, offset printing, bindery services and much more.*