

# Guidance for Photocopying and Photocopying Costs

From the start of the 2019-2020 season, the following procedures for reclaiming the cost of copying quizzes will apply.

## Quizzes produced by commercial printers.

If a quiz is copied by a commercial printer, reimbursement is based on the rate charged at Castle Press, China Street, Lancaster (currently 8p per monochrome copy). If a commercial printer is used which charges a higher rate than Castle Press, reimbursement will only be at Castle Press rates. Receipts from the commercial printer will be required.

## Quizzes 'self-printed' by the setting team.

If the setting team is willing/able to self-print for less than 8p per copy reimbursement will be at actual cost. This amount will be self-certificated by a team member and this self-certification will serve as a receipt. In this case, teams should claim for the actual cost of the paper and ink. It is acknowledged that such costs may not be easy to determine, but as a guide it is reasonable to assume a cost of 4p per sheet.

## Additional Information

- Quizzes should **not** be printed double-sided.
- It is recommended that setters make use of the quiz template via the LCQL website.
- The required font size is at least 11pt.
- The total number of copies required for each quiz will be notified via the LCQL website, once the number of participating teams is known. The figures quoted below are based on the current expectation that 18 copies of each quiz will be required in 2019-2020. Any changes in the total required (e.g. for knock-out cup matches) will be notified separately to setting team captains in advance.
- In the case of cup quarter-finals onwards, the maximum number of pages per quiz entitling reimbursement will be increased from 6 to 8 (12 with a picture round), since 10 rounds are required for such quizzes.
- Setting teams requiring reimbursement should present their receipts to the Committee member supervising quiz packing at the Golden Lion, who will reimburse them straightaway, or within one week to the Treasurer.

It is hoped that all teams will appreciate the need for these procedures in order both to keep costs to a minimum - which will help to avoid an increase in annual fees - and in order to maintain financial probity. **In fact, most teams make no charge for the printing they do. The Committee is both aware of and very grateful for this generosity.**

If team captains have any queries when producing quizzes please refer them to any Committee member.

## Reimbursements for Quizzes Printed by a Commercial Printer

As indicated above, reimbursements are based on the current price of 8p per monochrome sheet at Castle Press and on the requirement for 18 copies of each quiz per week. These are the maximum amounts payable, according to the different number of sheets required.

4 sheet quiz:	£6.00
5 sheet quiz:	£7.50
6 sheet quiz:	£9.00
*8 sheet quiz:	£6.50 (Q/F)
	£4.00 (S/F)
	£2.00 each (for DW and TC finals)

Picture rounds will require 4 copies of the picture sheets per quiz, as follows:

4 sheets + 4 picture sheets:	£11.50
5 sheets + 4 picture sheets:	£13.00
6 sheets + 4 picture sheets:	£14.50
*8 sheets + 4 picture sheets:	£9.50 (Q/F)
	£6.00 (S/F)
	£3.00 each (for DW and TC finals)

\*only in the case of cup competitions from the quarter-finals on.

Normally, there is no reason for quizzes to run to more than six sheets, so the sum of £9.00 should be regarded as the maximum payable for quizzes which do not feature a picture round.

**Similarly, since colour printing is 2.5 times more expensive than monochrome, the Committee regrets that the LCQL cannot afford to reimburse the full cost of a quiz which contains full colour picture sheets. Teams may, if they wish, print picture rounds in colour, but the rates applicable to monochrome printing operate here too and teams will have to make good any shortfall themselves.**