

# Request title: Print rooms/Medical Illustration Departments

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Date of Response: 14 July

Further to your Freedom of Information request, the Trust has answered your questions in the order they appear in your request.

## Request and reply

1. Does the Trust have one or more onsite print rooms/Medical Illustration departments?  
Yes the Trust has one onsite print room.
2. If the Trust has an onsite print room/Medical Illustration department is it managed in house or outsourced?  
This is managed internally.
3. If it is managed in house, who provides the service?  
The service is provided by the Graphics Department who are part of the Facilities Division.
4. If it is being outsourced, who provides the service?  
The Trust has a contract with Besley and Copp Ltd for printed stationery stock items and one-off printing requests that cannot be met in-house.
5. How many staff work in the print room/Medical Illustration department?  
There is a total of 4 staff – 1 full time, 2 x 0.8WTE (whole time equivalent) and 1 x 0.4WTE.
6. Who is the main supplier(s) of the Trusts higher volume commercial print (leaflets, medical forms, posters, letterhead, etc)?  
Besley and Copp Ltd.
7. Who is the Trusts main paper supplier?  
NHS Supply Chain.
8. How much paper (boxes or reams) did the Trust purchase in the last 12 months  
32,436 reams/packs (including coloured paper and A3, A4 and A5) between 01/07/14 and 30/06/15.
9. Does the Trust hold printed stationery on site  
No, not in bulk quantities, only what is held within each department at any given time.
10. What was the spend on external print during 2014/15  
The total spend on external printing (which includes pre-printed stationery) during 2014/15 was £193,685.