

25 November 2016

Our Ref: RFI 18746

Dear

Freedom of Information Act 2000 – Information in relation to the Price paid per Ream (500 sheet) Standard A4 photocopier paper

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for the information relating to the above which you requested on 20 October 2016.

A response to each of the questions raised is attached in a separate document.

Under the terms of the legislation, if you are unhappy with this response you have the right to seek a review within the Trust in the first instance. If you wish to do so, please write to me at the address below.

If after such a review you are still unhappy with the response, you have the right to appeal to the Information Commissioner who will undertake an independent review. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

L McAree (Miss)
Head of Information Governance &
Directorate Support

Enc

Q1. *What was the latest price paid per ream (500 sheets) of standard white A4 copier paper (80 gsm or equivalent)?*

A1. The latest price paid per ream of 500 sheets of standard white A4 copier paper is £1.50.

Q2. *If the answer to question 1. is not representative of a usual price paid, what is the average price paid per ream of copier paper during financial year 2015/16?
(Could you please specify whether VAT is included or not in the prices you give.)*

A3. Not relevant.

Q3. *How many reams of copy paper were purchased during the 2015/16 financial year?*

A3. The number of reams (500 sheets) purchased in the financial year 2015/2016 of standard white A4 photocopier paper was 50,260.