

## Business Stationery

Officeworks has a great range of Business Stationery for all your needs – from business cards, letterheads and 'with compliments' slips to a range of business envelopes.

We can personalise, print and deliver whatever your requirements. See in store for more detail.



## A unique and creative way to promote yourself

Officeworks offers a wide range of personalised promotional products ranging from personalised pens, thermo mugs, coffee mugs, key tags, lanyards, magnets, to bottle openers.

Ask one of our helpful team members today.



## Store Locations

### ACT

- Braddon
- Fyshwick

### New South Wales

- Albury†
- Alexandria†
- Artarmon†
- Auburn
- Blacktown†
- Bondi Junction†
- Campbelltown
- Carillon†
- (Kogarah Bay)
- Castle Hill
- Coffs Harbour
- Dee Why
- Dubbo
- Fairfield
- Five Dock†
- Glebe†
- Hoxton Park
- Kotara
- Hornsby
- Lismore
- Liverpool†
- Mona Vale
- Mosman
- Newcastle
- North Ryde
- North Sydney
- Nowra
- Parramatta
- Penrith†
- Petersham
- Punchbowl
- Rutherford
- Sth Strathfield
- Sydney CBD†
- Taren Point
- Wagga Wagga
- Warners Bay
- Wentworthville
- West Gosford†
- West Ryde
- Wetherill Park
- Wollongong

### Queensland

- Aspley
- Brisbane CBD
- Browns Plains
- Bundaberg
- Cairns
- Capalaba
- Harvey Bay
- Ipswich
- Loganholme
- Mackay
- Maroochydore
- Milton
- Morayfield
- Noosaville
- Oxley
- Rockhampton
- Southport
- Toowoomba
- Townsville
- Underwood
- Upper Mt Gravatt†
- Virginia
- West Burleigh
- Windsor†
- Woolloongabba

### South Australia

- Croydon
- Elizabeth
- Gilles Plains
- Keswick
- Marion
- Noarlunga
- Prospect†
- Trinity Gardens

### Tasmania

- Hobart
- Launceston

### Victoria

- Airport West
- Ascot Vale
- Ballarat
- Bendigo
- Bundoora
- Campbellfield

- Carnegie
- Chadstone†
- Clayton
- Coburg
- Cranbourne
- Dandenong
- Doncaster
- Elsternwick
- Epping
- Ferntree Gully†
- Fitzroy†
- Frankston
- Geelong
- Glen Waverley
- Highett
- Maribymong
- Melbourne – CBD Collins St
- CBD Elizabeth St†
- CBD QV Centre
- Mildura
- Mornington
- Narre Warren
- Nunawading
- Preston†
- Richmond†
- Ringwood†
- Shepparton
- South Melbourne†
- South Yarra
- Taylors Lakes
- Traralgon
- Werribee
- Yarraville

### Western Australia

- Bunbury
- East Perth†
- East Victoria Park†
- Fremantle†
- Jandakot
- Joondalup
- Mandurah
- Midland
- Morley
- Osborne Park
- Subiaco



# print & copy

## Service Guide

Price List 2010

For more information visit  
[www.officeworks.com.au](http://www.officeworks.com.au)

Prices valid until December 31, 2010. All items in this publication have been made in good faith on the basis that the goods, as described, will be available at the time of sale. A failure by supplier to deliver in accordance with sample, description or of all or through unintentional causes may result in some lines being unavailable. We reserve the right to change incorrect prices resulting from a printing or typographical error. Prices are subject to change. While every effort has been made to capture a true likeness of colour, printing is an art and therefore exact matching of product to image cannot be guaranteed. † Extra Large Thermal Binding.

# Officeworks



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# Get a professional look and finish!

## Colour Copying & Printing



Prices include 100gsm white colour copy paper.  
Proof and test copies will be included in the total volume.

Copies / per side	A4	A3
1 – 150	\$1.08	\$2.16
151 – 500	84¢	\$1.76
501+	64¢	\$1.29

## B&W Copying & Printing

Prices include 80gsm white copy paper.  
Proof and test copies will be included in the total volume.

Copies / per side	A4	A3
1 – 500	8¢	16¢
501 – 3000	6¢	12¢
3001+	4¢	8¢

Ask one of our team about the great range of Speciality papers available to help enhance your documents.

## Laminating Services

Protect your paper with a smooth plastic coating which minimises damage from constant handling. Perfect for price lists, menus, posters and certificates.

Size	
Business Cards	50¢
A5	95¢
A4	\$1.95
A3	\$3.25
A2	\$6.95
A1	\$9.95

Volume discounts are available (roll lamination only).

## Binding Services

A large choice of A4 clear, frosted, coloured or textured covers is available with each binding service. To bind larger A3 documents we can provide black or clear covers (short edge bound).

Comb Binding	
<b>Small</b> – approx. 100 pages	\$1.95*
<b>Medium</b> – approx. 165 pages	\$2.45*
<b>Large</b> – approx. 220 pages	\$3.00*
<b>Extra Large</b> – approx. 400 pages	\$4.50*

Thermal Binding	
<b>Small</b> – Up to 125 pages	\$2.00*
<b>Large</b> – Up to 250 pages	\$2.50* †
<b>Extra Large</b> – Up to 350 pages	\$3.00* †

Twin Loop Wire Binding	
<b>Small</b> – approx. 78 pages	\$3.45*
<b>Medium</b> – approx. 125 pages	\$4.45*

Coil Binding	
<b>Small</b> – Up to 8mm	\$2.80*
<b>Medium</b> – approx. 125 pages	\$3.80*

## Other Services

Scanning	Colour	Black & White
A4 first page	\$4.50	\$3.50
A4 additional pages	80¢	40¢
A3 first page	\$4.95	\$3.95
A3 additional pages	95¢	60¢

Machine Finishing	
Machine Booklet making	50¢
Machine 2 or 4 Hole punch	1¢ per hole

Secure Document Destruction	
Shredding (per ream)	\$2.95

\*Covers charged separately

† Available at selected stores only. See backcover for store locations.

## Personalised Stamps

Don't waste valuable time repeating yourself, use a personalised stamp. Officeworks offers self-inking stamps that will save time and minimise error.

	Size mm	Max. no. of lines	Max. Characters per line	Self-inking	Pre-inked
Size 1	11 x 11	3 lines	6 char	\$35.95	-
Size 2	19 x 19	5 lines	10 char	\$40.95	-
Size 3	29 x 29	8 lines	18 char	\$49.95	-
Size 4	39 x 39	11 lines	24 char	\$59.88	-
Size 5	25 x 8	2 lines	15 char	\$33.55	-
Size 6	37 x 13	4 lines	23 char	\$37.00	-
Size 7	69 x 9	2 lines	43 char	\$46.00	-
Size 8	46 x 17	5 lines	28 char	\$47.45	-
Size 9	57 x 21	6 lines	35 char	\$48.95	-
Size 10	69 x 24	6 lines	43 char	\$61.00	-
Size 11	59 x 39	11 lines	36 char	\$70.45	-
Size 12	59 x 32	9 lines	36 char	\$70.85	-
Size 13	74 x 37	10 lines	46 char	\$77.85	-
Size 14	75 x 15	4 lines	46 char	\$60.95	-
Size 15	81 x 24	7 lines	50 char	\$70.45	-
Size 16	28 x 14	4 lines	16 char	-	\$34.95
Size 17	42 x 13	4 lines	26 char	-	\$49.95
Size 18	50 x 18	5 lines	30 char	-	\$58.95
Size 19	85 x 18	5 lines	52 char	-	\$74.45
Size 20	71 x 25	7 lines	44 char	-	\$75.45
Size 21	51 x 26	7 lines	30 char	-	\$64.95
Size 22	64 x 39	11 lines	40 char	-	\$69.95
Size 23	100 x 41	11 lines	62 char	-	\$106.45
Size 24	77 x 51	14 lines	48 char	-	\$92.55
Size 25	100 x 65	18 lines	62 char	-	\$132.00
Common Seal	38mm Ø	1 line	40 char	\$66.95	
Dater 1 (Round)	38 x 38	4 lines	22 char	\$95.00	
Dater 2	40 x 24	2 lines	22 char	\$91.95	
Dater 3	75 x 36	4 lines	45 char	\$101.50	