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### How to Supply Your Own Logo or Artwork

### Frequently Asked Questions

### Logofarm

# Business Stationery

Bring your own artwork to create your business cards, choose from our huge range of templates or do something different and let us create your design.

## Standard Business Cards

- Bring in your own artwork to create your business card.
- Allow up to 7-10 business days production and delivery to store or selected address.

Business Cards	Print Output	50	100	250	500	1000
300gsm Premium Satin	Single Side	\$17.00	\$29.00	\$35.00	\$45.00	\$65.00
300gsm Silk/Matt	Single Side	\$18.00	\$30.00	\$36.00	\$46.00	\$66.00
300gsm Gloss	Single Side	\$19.00	\$31.00	\$37.00	\$47.00	\$67.00
265gsm Bleachboard	Single Side	\$19.00	\$31.00	\$37.00	\$47.00	\$67.00
300gsmEcostar (100% Recycled)	Single Side	\$24.00	\$32.00	\$37.00	\$49.00	\$66.00
300gsm Linen	Single Side	\$37.00	\$49.00	\$55.00	\$65.00	\$85.00
300gsm Premium Satin	Double Side	\$24.00	\$35.00	\$39.00	\$50.00	\$75.00
300gsm Silk/Matt	Double Side	\$25.00	\$36.00	\$40.00	\$51.00	\$76.00
300gsm Gloss	Double Side	\$26.00	\$37.00	\$41.00	\$52.00	\$77.00
265gsm Bleachboard	Double Side	\$26.00	\$37.00	\$41.00	\$52.00	\$77.00
300gsmEcostar (100% Recycled)	Double Side	\$28.00	\$38.00	\$44.00	\$55.00	\$79.00
300gsm Linen	Double Side	\$44.00	\$55.00	\$59.00	\$70.00	\$95.00
Gloss Laminate x 1-side	Print Output	50	100	250	500	1000
265gsm Bleach board	Single side	\$31.00	\$36.00	\$42.00	\$52.00	\$72.00
300gsm Gloss	Single side	\$31.00	\$36.00	\$42.00	\$52.00	\$72.00
265gsm Bleach board	Double side	\$36.00	\$42.00	\$46.00	\$57.00	\$82.00
300gsm Gloss	Double side	\$36.00	\$42.00	\$46.00	\$57.00	\$82.00
Matt laminate x 1-side	Print Output	50	100	250	500	1000
300gsm Gloss	Single side	\$31.00	\$36.00	\$42.00	\$52.00	\$72.00
300gsm Gloss	Double side	\$36.00	\$42.00	\$46.00	\$57.00	\$82.00
Gloss laminate x 2-sides	Print Output	50	100	250	500	1000
300gsm Gloss	Single side	\$35.00	\$41.00	\$47.00	\$57.00	\$77.00
300gsm Gloss	Double side	\$44.00	\$47.00	\$51.00	\$62.00	\$87.00
Matt laminate x 2-sides	Print Output	50	100	250	500	1000
300gsm Gloss	Single side	\$35.00	\$41.00	\$47.00	\$57.00	\$77.00
300gsm Gloss	Double side	\$44.00	\$47.00	\$51.00	\$62.00	\$87.00

# Business Stationery

## Designed Business Cards

- We can help you design your business cards.
- You can supply your own logo and requirements to our designer.
- Two edits included.
- Allow up to 7-10 business days production and delivery to store or selected address.

Design + Print	250
300gsm Premium Satin	\$99.00
300gsm Silk/Matt	\$99.00
300gsm Gloss	\$99.00
300gsm Ecostar (100% Recycled)	\$109.00
300gsm Linen	\$109.00
Matt/Gloss Laminate	\$109.00



# Business Stationery

## Templated Business Cards

You can choose from our 80 templated cards – it's the fast and economical way to get your business stationery up and running.

Templates can be ordered in 3 easy steps:

1. Select your template
2. Select the quantity and stock
3. Go to the Print & Copy counter and order your business cards.

Allow up to 7-10 business days production and delivery to store or selected address.

Standard Templated Cards	Print Output	50	100	250	500	1000
300gsm Premium Satin	Double-sided	\$26.00	\$37.00	\$41.00	\$52.00	\$77.00
300gsm Silk/Matt	Double-sided	\$27.00	\$38.00	\$42.00	\$53.00	\$78.00
300gsm Gloss	Double-sided	\$28.00	\$39.00	\$43.00	\$54.00	\$79.00
265gsm Bleachboard	Double-sided	\$28.00	\$39.00	\$43.00	\$54.00	\$79.00
300gsmEcostar (100% Recycled)	Double-sided	\$30.00	\$40.00	\$46.00	\$57.00	\$81.00
300gsm Linen	Double-sided	\$46.00	\$57.00	\$61.00	\$72.00	\$97.00
Gloss laminate x 1-side	Print Output	50	100	250	500	1000
265gsm Bleachboard	Double-sided	\$38.00	\$44.00	\$48.00	\$59.00	\$84.00
300gsm Gloss	Double-sided	\$38.00	\$44.00	\$48.00	\$59.00	\$84.00
Matt laminate x 1-side	Print Output	50	100	250	500	1000
300gsm Gloss	Double-sided	\$38.00	\$44.00	\$48.00	\$59.00	\$84.00
Gloss laminate x 2-sides	Print Output	50	100	250	500	1000
300gsm Gloss	Double-sided	\$46.00	\$49.00	\$53.00	\$64.00	\$89.00
Matt laminate x 2-sides	Print Output	50	100	250	500	1000
300gsm Gloss	Double-sided	\$46.00	\$49.00	\$53.00	\$64.00	\$89.00





# Business Stationery

## Templated Business Cards (cont.)

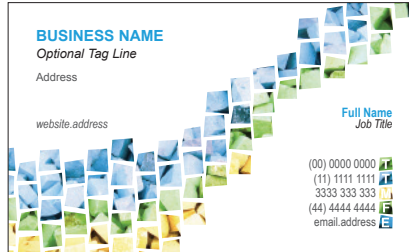
1. Front



1. Back



2. Front



2. Back



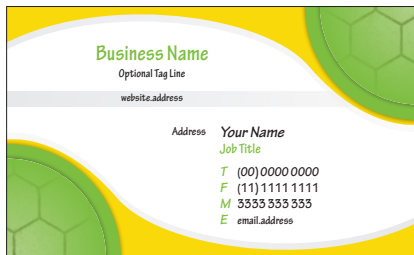
3. Front



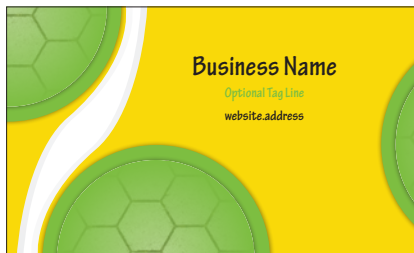
3. Back



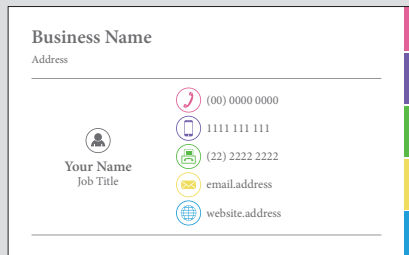
4. Front



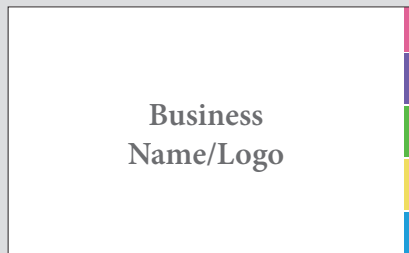
4. Back



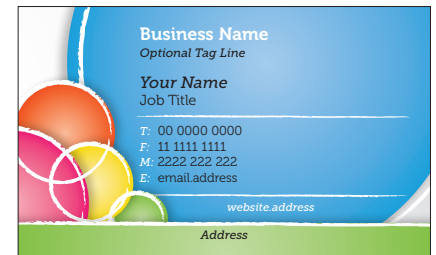
5. Front



5. Back



6. Front



6. Back



7. Front



7. Back



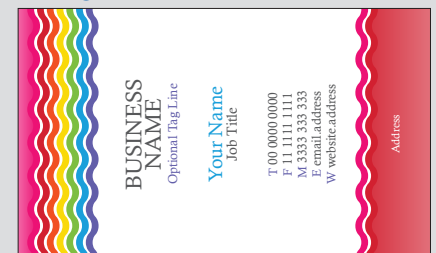
8. Front



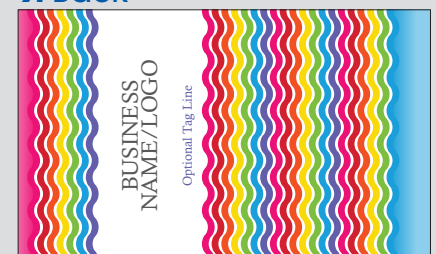
8. Back



9. Front



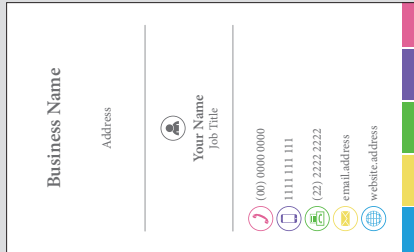
9. Back



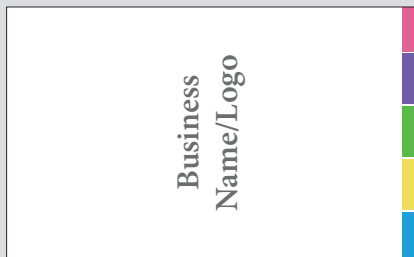
# Business Stationery

## Templated Business Cards (cont.)

10. Front



10. Back



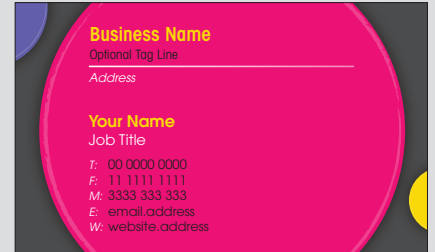
11. Front



11. Back



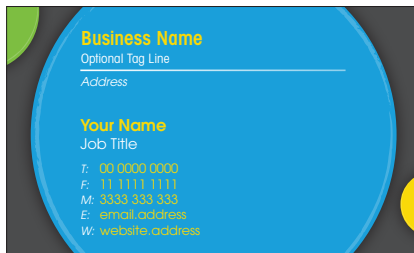
12. Front



12. Back



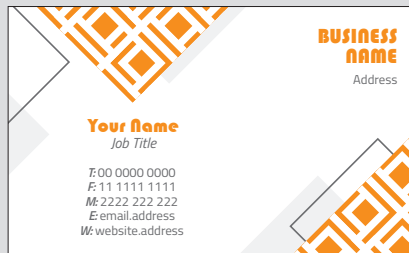
13. Front



13. Back



14. Front



14. Back



15. Front



15. Back



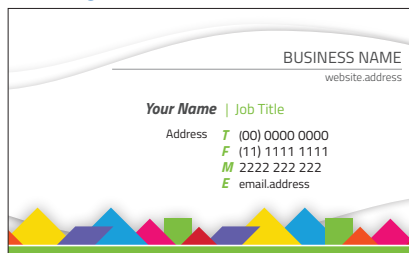
16. Front



16. Back



17. Front



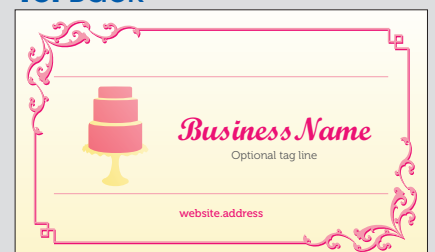
17. Back



18. Front



18. Back



# Business Stationery

## Templated Business Cards (cont.)

19. Front



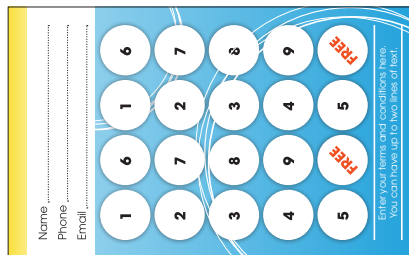
19. Back



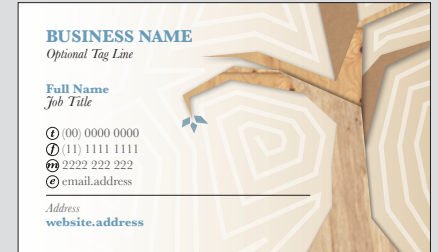
20. Front



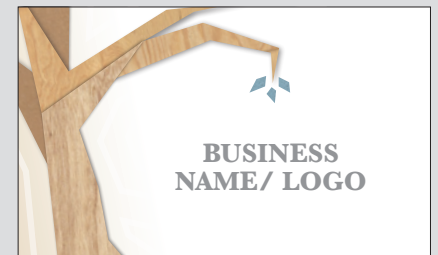
20. Back



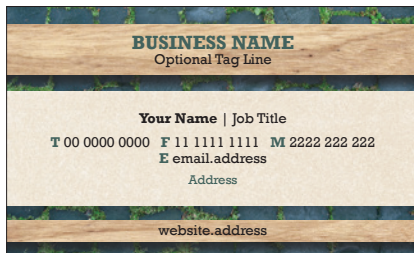
21. Front



21. Back



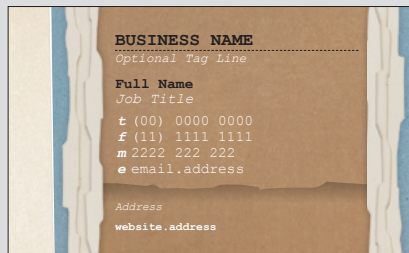
22. Front



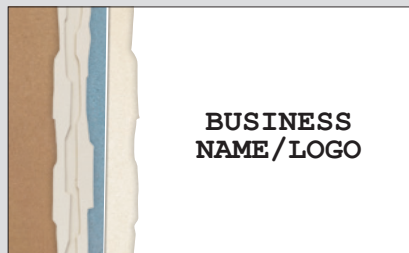
22. Back



23. Front



23. Back



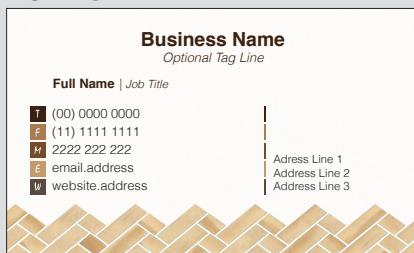
24. Front



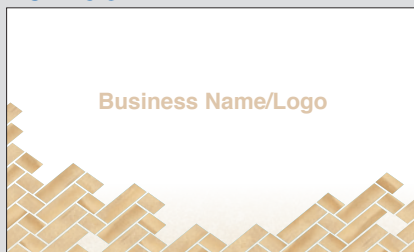
24. Back



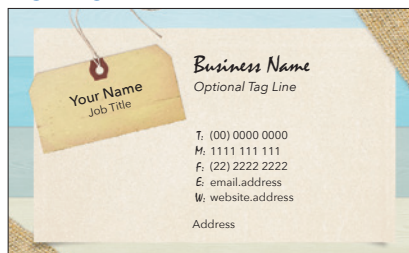
25. Front



25. Back



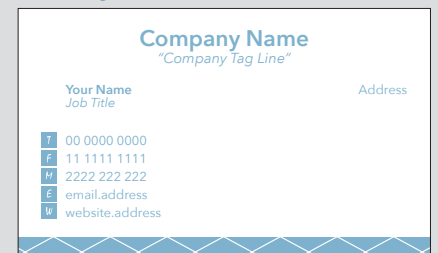
26. Front



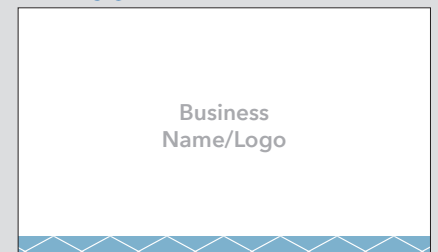
26. Back



27. Front



27. Back





# Business Stationery

## Templated Business Cards (cont.)

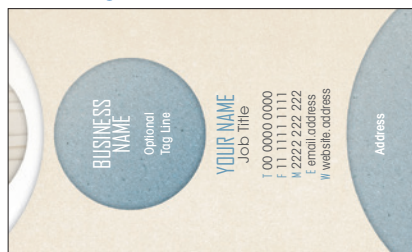
28. Front



28. Back



29. Front



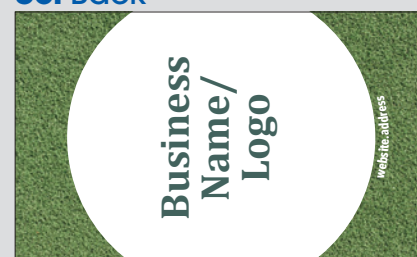
29. Back



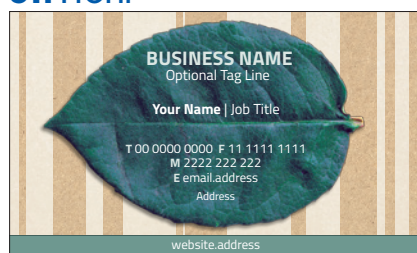
30. Front



30. Back



31. Front



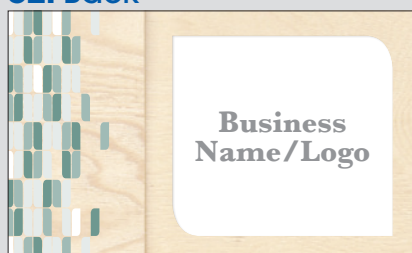
31. Back



32. Front



32. Back



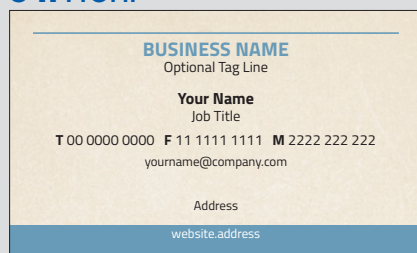
33. Front



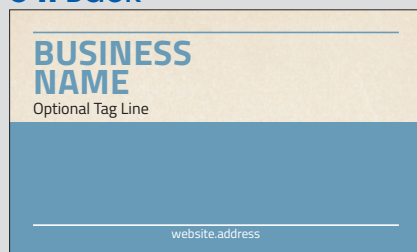
33. Back



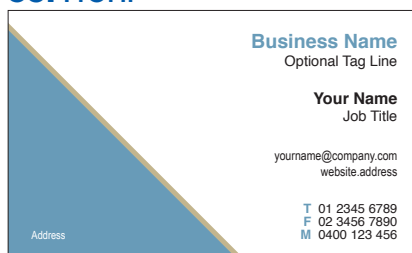
34. Front



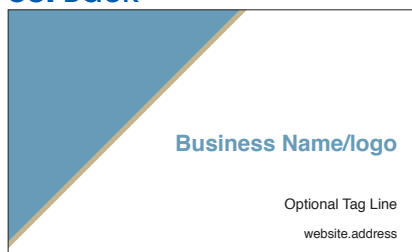
34. Back



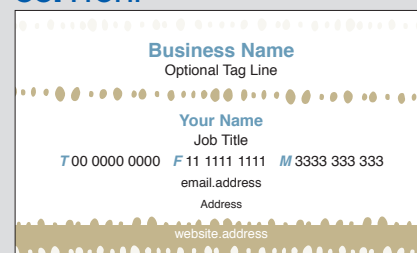
35. Front



35. Back



36. Front



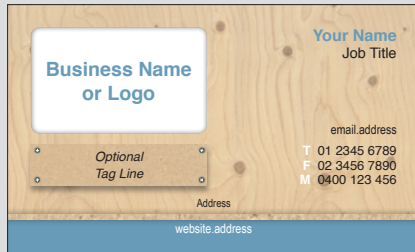
36. Back



# Business Stationery

## Templated Business Cards (cont.)

37. Front



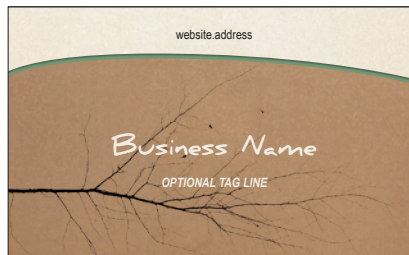
37. Back



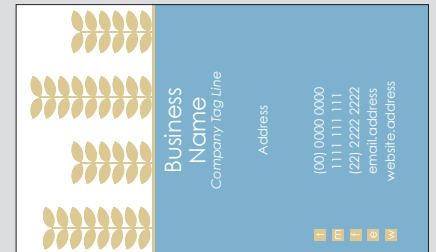
38. Front



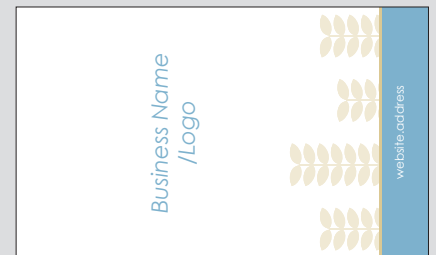
38. Back



39. Front



39. Back



40. Front



40. Back



41. Front



41. Back



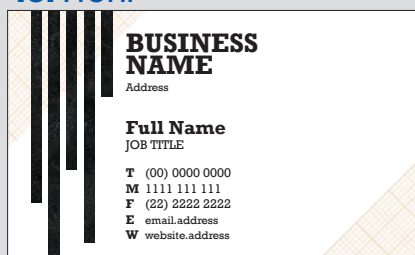
42. Front



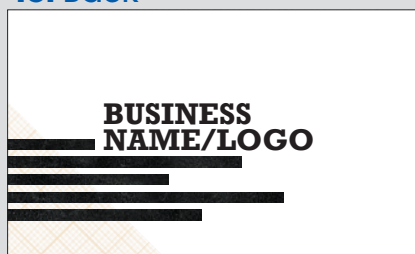
42. Back



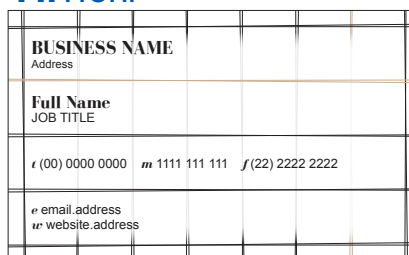
43. Front



43. Back



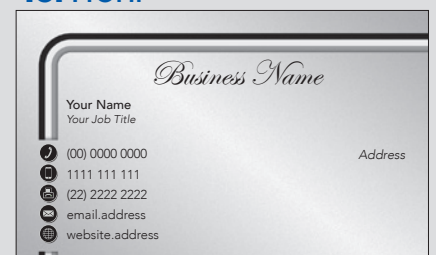
44. Front



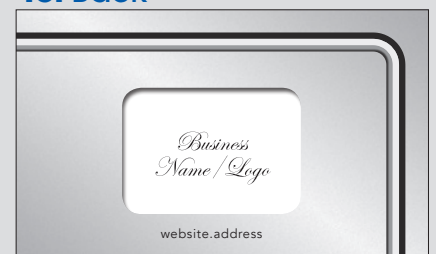
44. Back



45. Front



45. Back





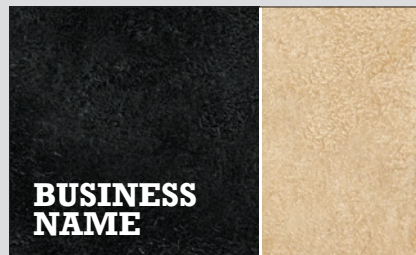
# Business Stationery

## Templated Business Cards (cont.)

46. Front



46. Back



47. Front



47. Back



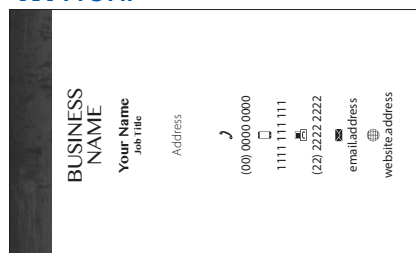
48. Front



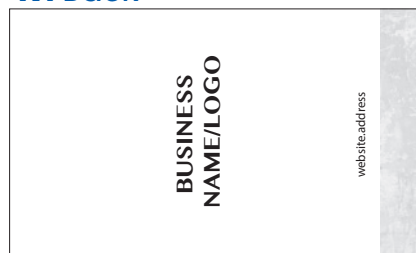
48. Back



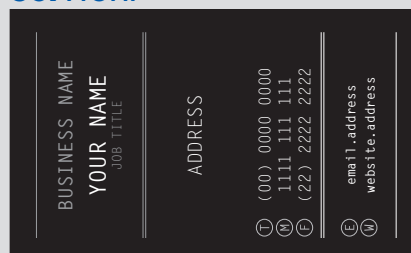
49. Front



49. Back



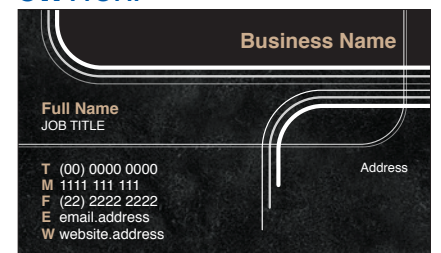
50. Front



50. Back



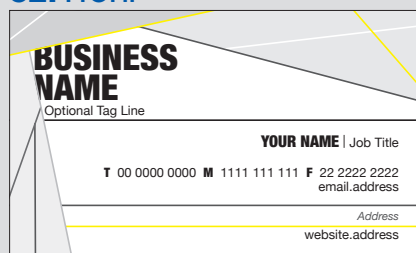
51. Front



51. Back



52. Front



52. Back



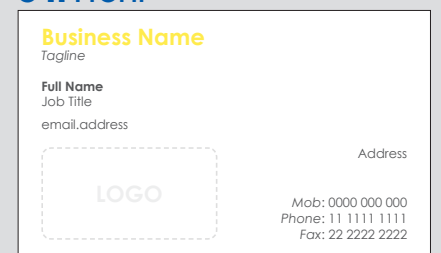
53. Front



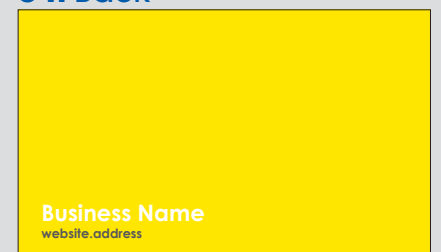
53. Back



54. Front



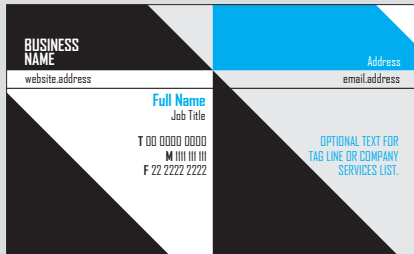
54. Back



# Business Stationery

## Templated Business Cards (cont.)

55. Front



55. Back



56. Front



56. Back



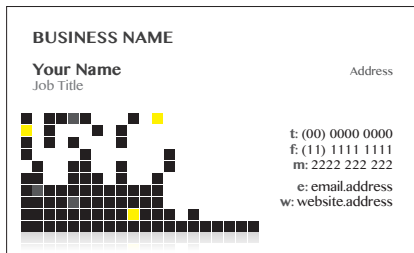
57. Front



57. Back



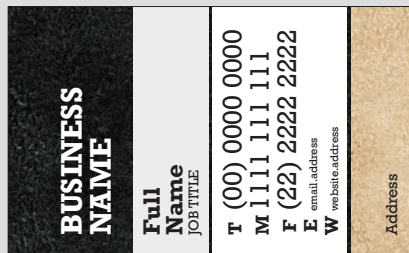
58. Front



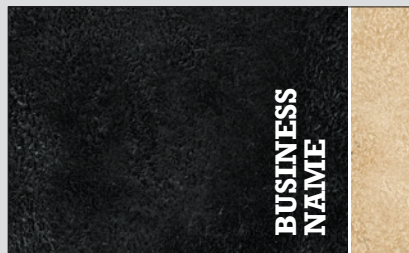
58. Back



59. Front



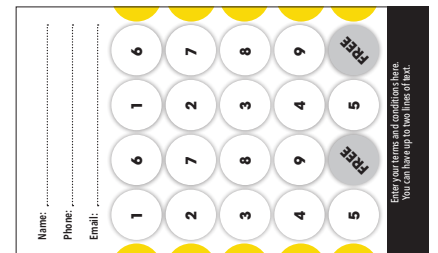
59. Back



60. Front



60. Back



61. Front



61. Back



62. Front



62. Back



63. Front



63. Back

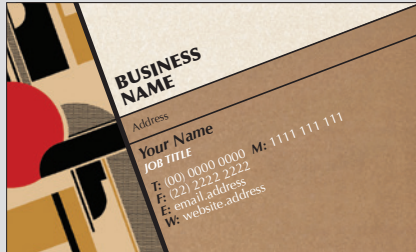




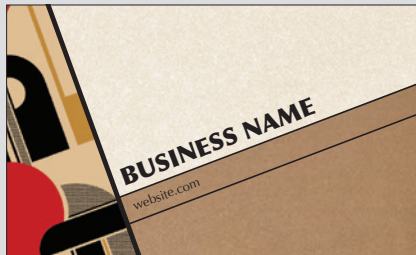
# Business Stationery

## Templated Business Cards (cont.)

64. Front



64. Back



65. Front



65. Back



66. Front



66. Back



67. Front



67. Back



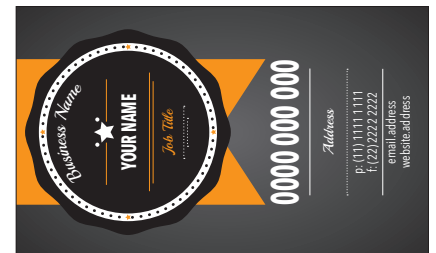
68. Front



68. Back



69. Front



69. Back



70. Front



70. Back



71. Front



71. Back



72. Front



72. Back



# Business Stationery

## Templated Business Cards (cont.)

73. Front



73. Back



74. Front



74. Back



75. Front



75. Back



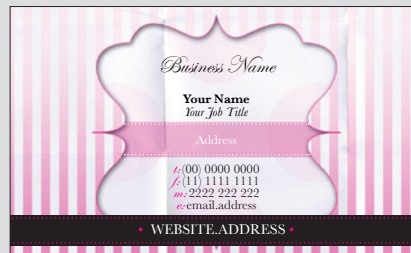
76. Front



76. Back



77. Front



77. Back



78. Front



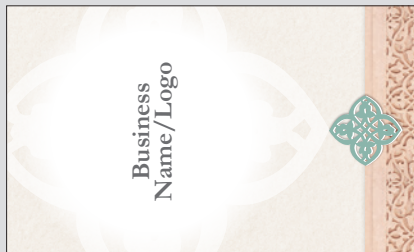
78. Back



79. Front



79. Back



80. Front



80. Back





# Business Stationery

Our pre-formatted layouts offer a range of smart custom designs to choose from. It's the fast and economical way to get your business stationery up and running.

## Classic Black & White Stationery



Black ink printed on classic white stock. Your choice of 6 layout styles and 6 fonts.

Quantity	250	500	1000
Business Card 250gsm	\$40.00	\$50.00	\$65.00
A4 Letterhead	\$60.00	\$75.00	\$90.00
With Compliments Slip	\$40.00	\$50.00	\$65.00
Plain DL Envelope	\$75.00	\$90.00	\$125.00
Window DL Envelope	\$80.00	\$100.00	\$140.00
C4 Envelope	\$160.00	\$240.00	\$390.00
A5 Notepad – 25 sheet	x 50 \$270.00		x 100 \$390.00

## Full Colour Stationery



Full colour stationery printed on premium white stock. Your choice of 4 professional layouts, 4 different fonts and 15 different coloured inks.

We offer an extensive range of coloured business cards. Choose from over 100 backgrounds combined with a broad choice of type styles. We personalise your selections into one of 25 professional layouts.

Alternatively personalise your design using your own logo or supply us with your own high resolution artwork.

Quantity	250	500	1000
Business Cards 310gsm	\$75.00	\$89.00	\$119.00
A4 Letterhead	\$75.00	\$110.00	\$165.00
With Compliments Slip	\$60.00	\$75.00	\$95.00
Plain DL Envelope	\$100.00	\$165.00	\$245.00
Window DL Envelope	\$110.00	\$175.00	\$260.00
C4 Envelope	\$205.00	\$280.00	\$430.00
Gift Vouchers	\$190.00	\$220.00	\$260.00
A5 Notepad – 25 sheet	x 50 \$365.00		x 100 \$450.00

### Extra Option

Include your own logo	\$19.00
Supply your own high resolution artwork*	\$19.00

Disclaimer: Allow up to 7 days production after artwork approval if supplying own artwork.

# Business Stationery

## Business Account Books

Personalise your account books to include your ABN and company address. All account books are 50 pages, perforated on the first sheet and the carbonless duplicate remains in the receipt book. Duplicate pages are yellow paper. All sheets are consecutively numbered in red ink. You can also nominate the number range of each new book you order.

Quantity	5	10
DL Receipt Books	\$270.00	\$390.00
A4 Tax Invoice Books	\$295.00	\$400.00
A4 Purchase Order Books	\$295.00	\$400.00

## Business Stationery Packs

Whether you are starting out or just want an 'all in one' stationery solution, choose one of our business packs

Option	Price
Classic Black & White Business Pack	\$185.00
Full Colour Business Pack	\$270.00

### Each Business Pack includes:

- 250 Business Cards
- 250 Letterheads
- 250 'With Compliments' Slips
- 250 DL Plain Envelopes

Select from our range of layouts styles and fonts in either our Classic Black & White or Full colour range of personalised stationery.

Please ask one of our helpful team members for details or visit [officeworks.com.au](http://officeworks.com.au) to view our full range.



Layouts not shown to scale

# Business Stationery

## How to Order Black & White Stationery

### 1. Choose a Quantity

Stationery:	250, 500 or 1000 (Business Cards, Letterheads, With Comps or Envelopes)
A5 Pads:	50 Pads x 25 sheets or 100 Pads x 25 sheets (same layouts as letterheads)
Books:	5 Books x 50 sheets or 10 Books x 50 sheets (Purchase Order Books, Tax Invoice Books, Receipt Books)
Starter Pack:	250 Business Cards, Letterheads, With Comps and Envelopes

### 2. Choose a Layout

6 different layouts to choose from.

### 3. Choose a Typestyle

6 different typestyles to choose from.

Mix and match layouts and typestyles to create your own design.  
There are 36 different combinations to create.

## Customer Copy

- Text will be printed as per the layout chosen, not how it is written on the order form.  
Please include any changes that are required as a Special Instruction on an additional page.

## Order Forms

- Please ask a team member for the correct order form for each Black & White Range Stationery item and write all details clearly in the space provided.

# Business Stationery

## Black & White Business Cards – Choose a Layout

- Printed single sided in black ink on 250gsm white stock
- 90mm x 55mm size



**Layout 1** Typestyle: Century



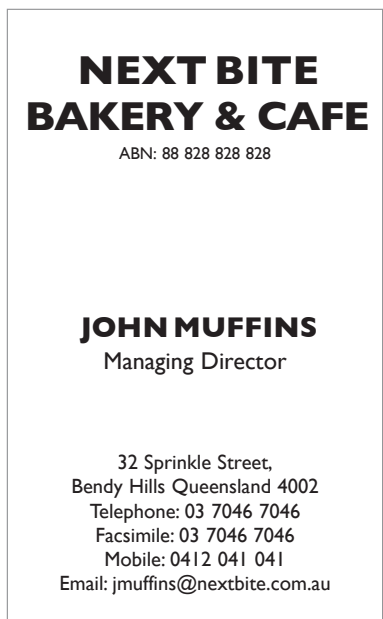
**Layout 2** Typestyle: Francine



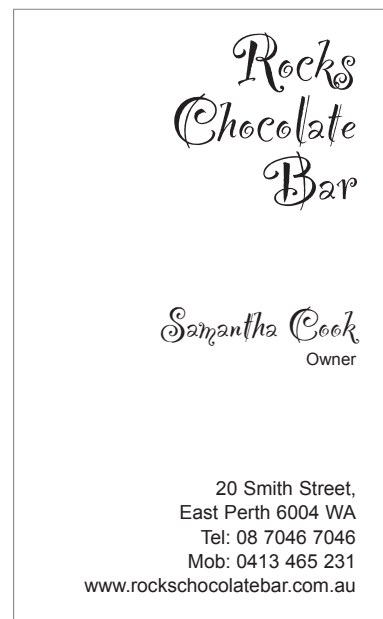
**Layout 3** Typestyle: Univers Condensed



**Layout 4** Typestyle: Monalisa



**Layout 5** Typestyle: Gill Sans



**Layout 6** Typestyle: Party

# Business Stationery

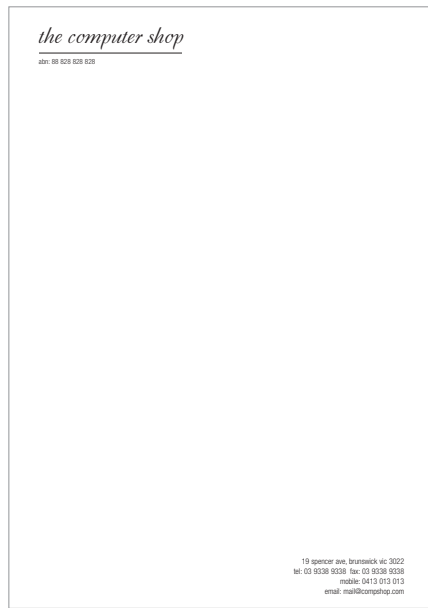
## Black & White Letterheads – Choose a Layout

- Printed in black ink on 80gsm offset paper
- A4 size (210 x 297mm)

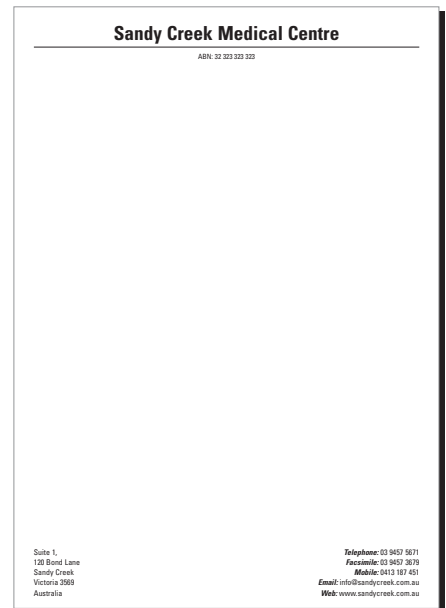
These layouts are also available as A5 Notepads (148 x 210mm).



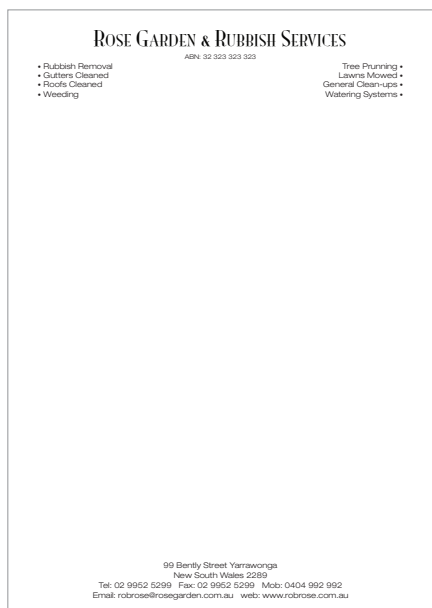
**Layout 1**  
Typestyle: Century



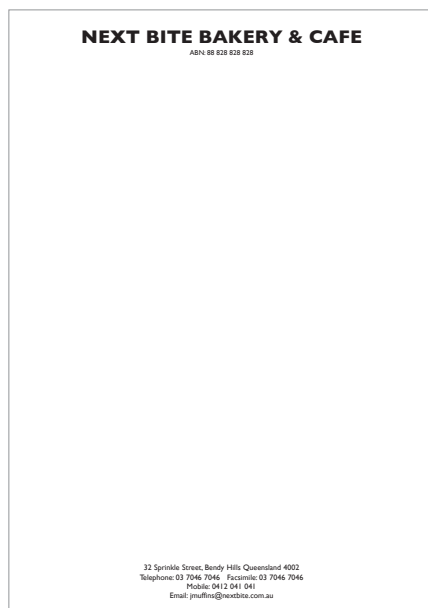
**Layout 2**  
Typestyle: Francine



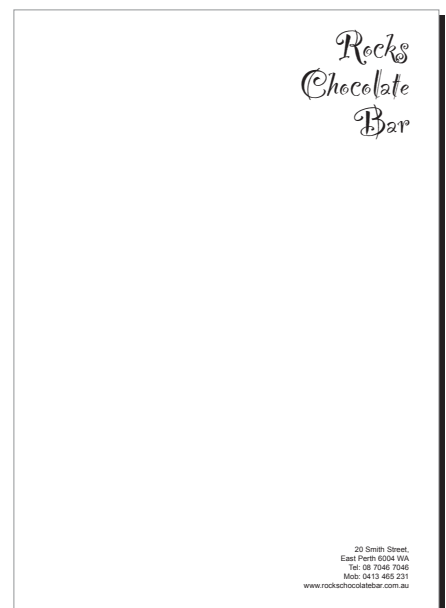
**Layout 3**  
Typestyle: Univers Condensed



**Layout 4**  
Typestyle: Monalisa



**Layout 5**  
Typestyle: Gill Sans



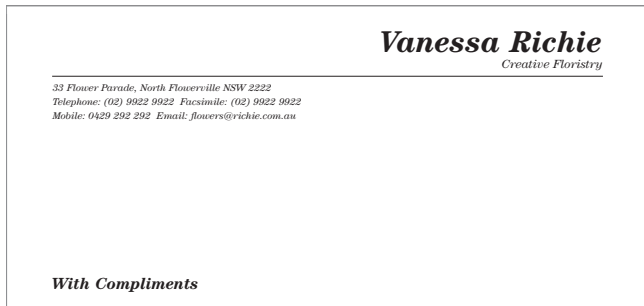
**Layout 6**  
Typestyle: Party



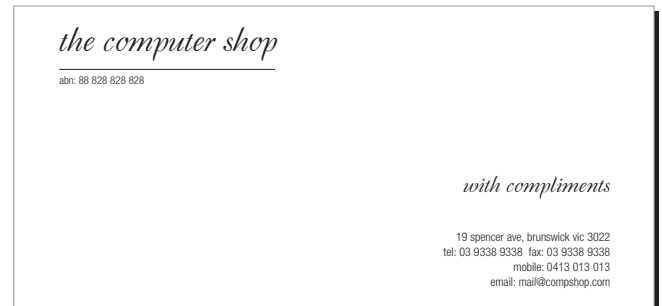
# Business Stationery

## Black & White With Compliments – Choose a Layout

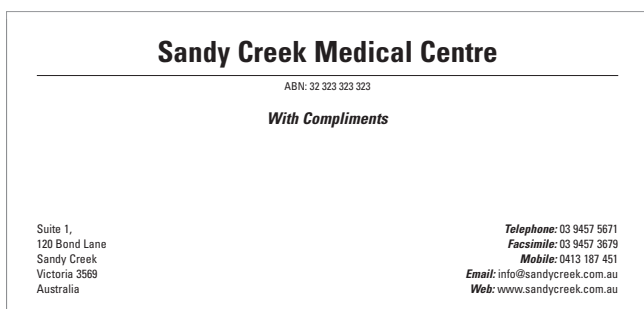
- Printed in black ink on 80gsm offset paper
- DL size (210 x 99mm)



**Layout 1** Typestyle: Century



**Layout 2** Typestyle: Francine



**Layout 3** Typestyle: Univers Condensed



**Layout 4** Typestyle: Monalisa



**Layout 5** Typestyle: Gill Sans



**Layout 6** Typestyle: Party

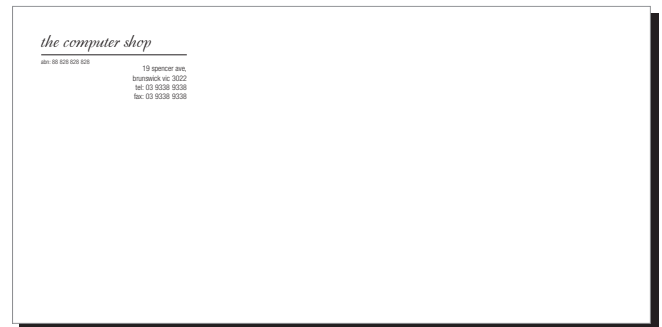
# Business Stationery

## Black & White DL Envelopes – Choose a Layout

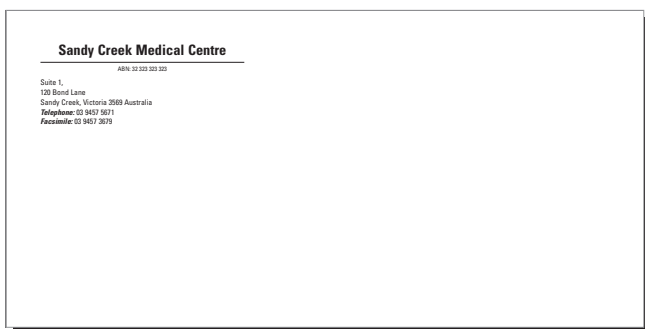
- Printed in black ink on plain DL self seal (220 x 110mm) or
- Printed in black ink on window face DL self seal (220 x 110mm)



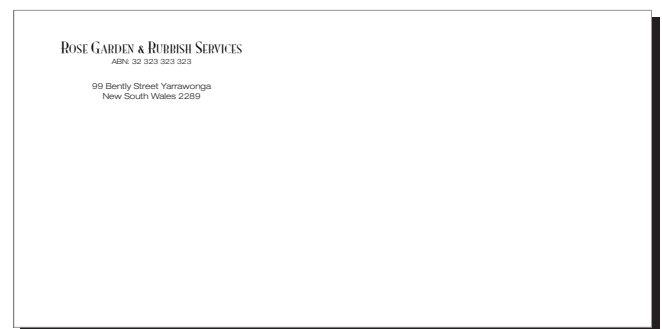
**Layout 1** Typestyle: Century



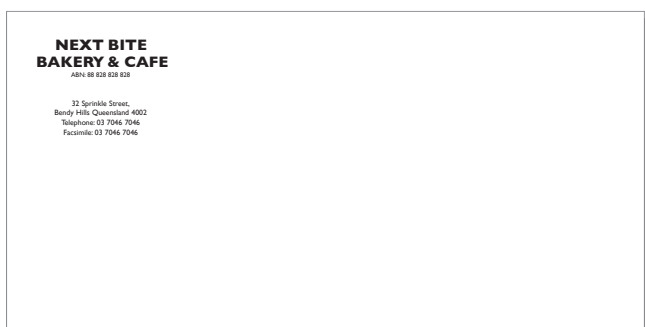
**Layout 2** Typestyle: Francine



**Layout 3** Typestyle: Univers Condensed



**Layout 4** Typestyle: Monalisa



**Layout 5** Typestyle: Gill Sans

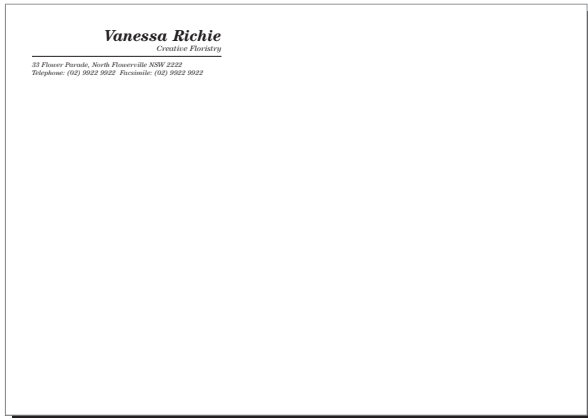


**Layout 6** Typestyle: Party

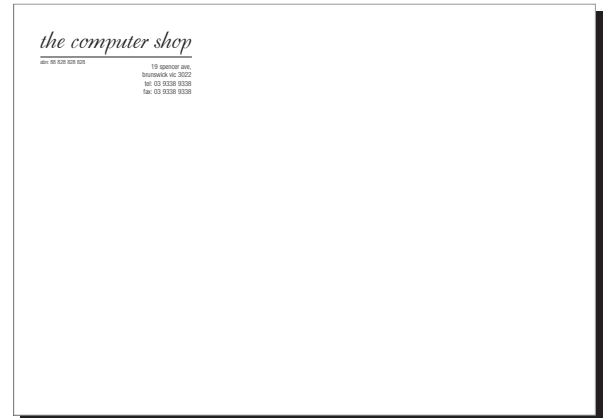
# Business Stationery

## Black & White C4 Envelopes – Choose a Layout

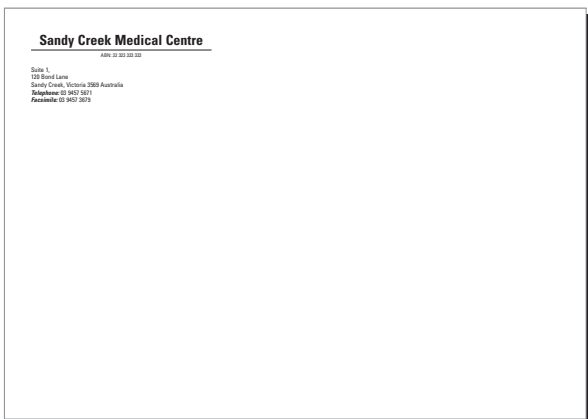
- Printed in black ink on plain C4 peel and seal (229 x 324mm)
- Will hold A4 documents.



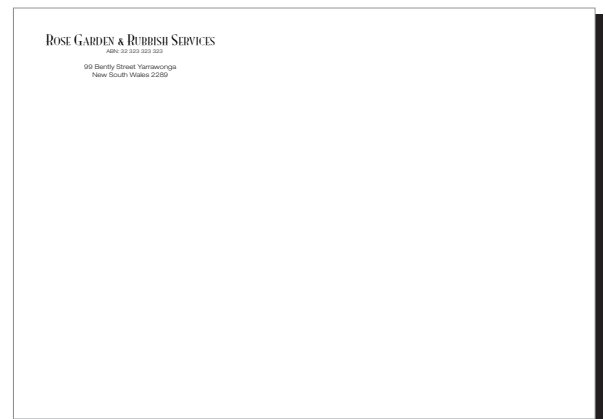
**Layout 1** Typestyle: Century



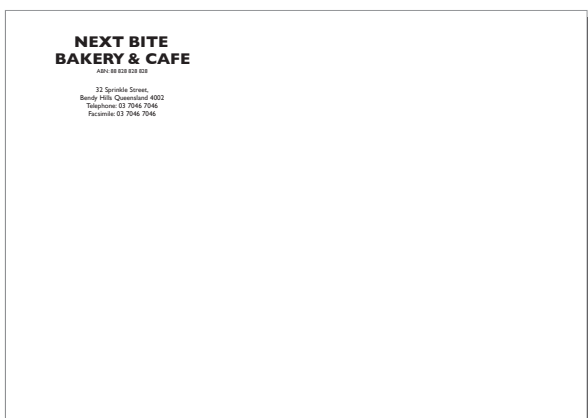
**Layout 2** Typestyle: Francine



**Layout 3** Typestyle: Univers Condensed



**Layout 4** Typestyle: Monalisa



**Layout 5** Typestyle: Gill Sans



**Layout 6** Typestyle: Party

## Business Stationery

## Black & White Books – Choose a Layout

## Purchase Order Books and Tax Invoice Books

- Printed A4 size in black ink
- Duplicate Copy - white CB 1st copy and yellow CF 2nd copy
- Qty's of 5 books x 50 pages or 10 books x 50 pages
- Red sequential numbering, advise where no's start from.

[illegible][illegible]

## Receipt Books

- Printed 210 x 100mm in size, black ink.
- Duplicate Copy – white CB 1st copy and yellow CF 2nd copy
- Qty's of 5 books x 50 pages or 10 books x 50 pages.
- Red sequential numbering, advise where no's start from.

<b>Daniel Greens Garden Maintenance</b>		<b>01001</b>
ABN: 87 871 878 871		
<b>RECEIPT</b>		126 Riversedge Road, Rockdale QLD 4999 Telephone: 07 9631 9631 Facsimile: 07 9631 9630
Received From: _____	Date: _____	
Invoice Number: _____	Amount: \$ _____	
Signature: _____	Balance: \$ _____	

CB: Carbon Back  
CF: Carbon Front

Layouts not shown to scale

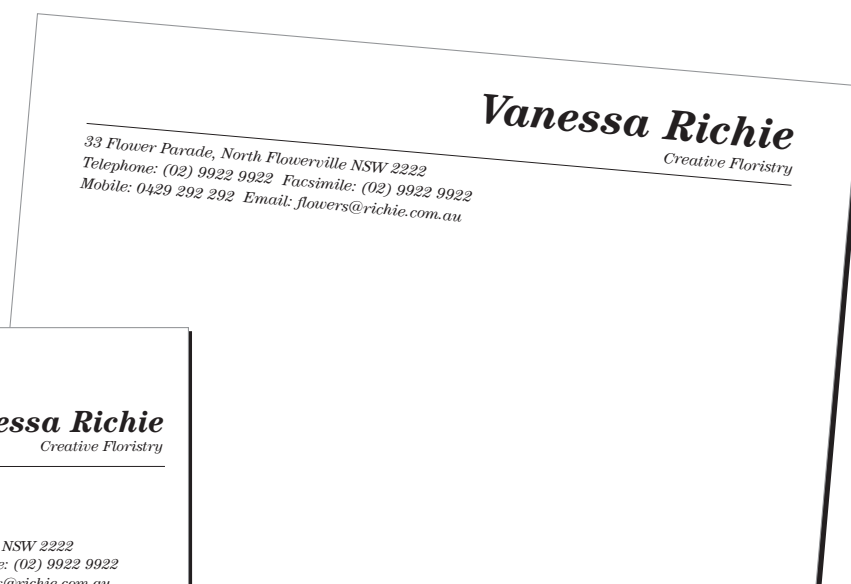
# Business Stationery

## Black & White Starter Pack – Choose a Layout

- Includes 250 Business Cards, Letterheads, With Comps and Plain Envelopes
- All 6 layouts are available from previous standard pages.

<b>Business Cards:</b>	Printed in black ink on 250gsm white stock	(90 x 55mm)
<b>Letterheads</b>	Printed in black ink on 80gsm offset paper	A4 size (210 x 297mm)
<b>With Comps:</b>	Printed in black ink on 80gsm offset paper	DL size (210 x 99mm)
<b>Envelopes:</b>	Printed in black ink on plain self seal	DL size (220 x 110mm)

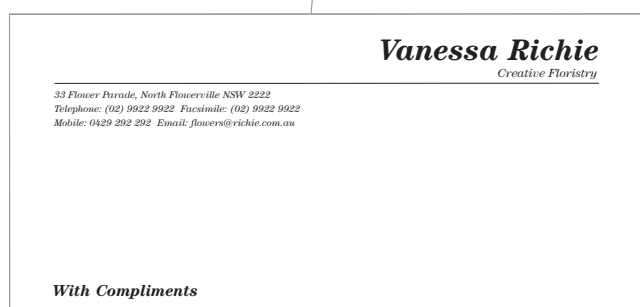
Letterhead



Business Card



DL Plain Envelopes



With Comps

# Business Stationery

## Black & White – Choose a Typestyle

Below typesyles are for the Standard Range only.

Typesyles cannot be interchanged.

- Typestyle 1: ***Century***
- Typestyle 2: *francine*
- Typestyle 3: **Univers Condensed**
- Typestyle 4: MONALISA
- Typestyle 5: **GILL SANS**
- Typestyle 6: *Party*

# Business Stationery

## How to Order Coloured Stationery

### 1. Choose a Quantity

Stationery:	250, 500 or 1000 (Business Cards, Letterheads, With Comps or Envelopes)
A5 Pads:	50 Pads x 25 sheets or 100 Pads x 25 sheets (same layouts as letterheads)
Starter Pack:	250 Business Cards, Letterheads, With Comps and Envelopes
Gift Vouchers	250, 500 or 1000
4 Sided Business Cards	250, 500 or 1000

### 2. Choose a Layout

25 different layouts to choose from.  
Layouts cannot be interchanged.

### 3. Choose a Background

Choose one background only.  
108 different backgrounds to choose from.  
Backgrounds cannot be interchanged.

### 4. Choose a Typestyle

18 different typestyles to choose from.  
Typestyles cannot be interchanged.

### 5. Option for Back, Logo or Own Artwork\* (Additional charges apply)

7 different back layouts to choose from.  
Customers can also nominate to supply their own artwork.

\* See Personalised Business Stationery, page 34 – How to Supply Your Own Logo or Artwork

Mix & match layouts & typestyles to create your own design.  
There are 450 different combinations to create.

## Customer Copy

- Text will be printed as per the layout chosen not how it is written on the order form. Please include any changes that are required as a Special Instruction on an additional page.

## Text Ink Colours

- Text ink colour will vary depending on the chosen background, the ink colour will compliment the chosen background.
- Backgrounds 73 – 108 will have white text colour.

## Order Forms

- Please ensure to use the correct order form for each Coloured Range Stationery item and write all details clearly in the space provided.



# Business Stationery

## Coloured Business Cards – Choose a Layout

- Printed in full colour ink on 310gsm artboard 90 x 55mm
- Text ink colour will vary depending on what background is chosen, the ink colour will compliment the chosen background



Layout A Typestyle 1 BG 41 with Text Colours: ■ ■



Layout B Typestyle 2 BG 9 with Text Colours: ■ ■



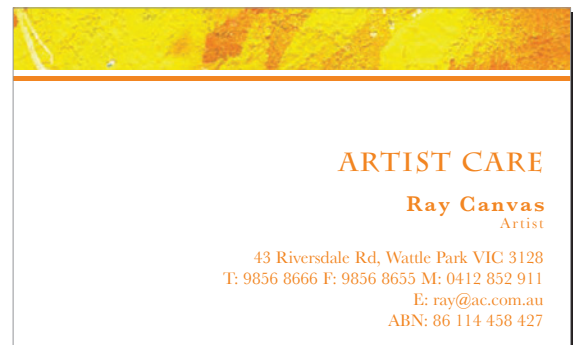
Layout C Typestyle 8 BG 15 with Text Colours: ■ ■



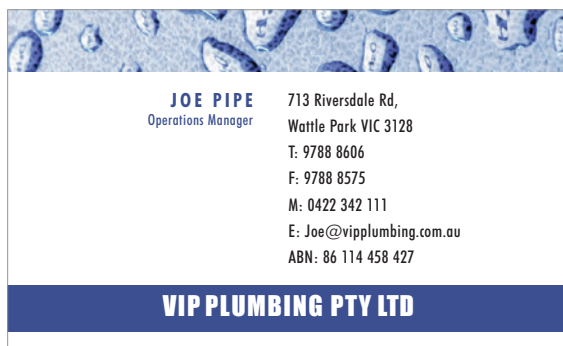
Layout D Typestyle 5 BG 4 with Text Colours: ■ ■



Layout E Typestyle 7 BG 55 with Text Colours: ■ ■



Layout F Typestyle 13 BG 58 with Text Colour: ■



Layout G Typestyle 9 BG 46 with Text Colours: ■ ■



Layout H Typestyle 12 BG 67 with Text Colours: ■ ■

# Business Stationery

## Coloured Business Cards – Choose a Layout

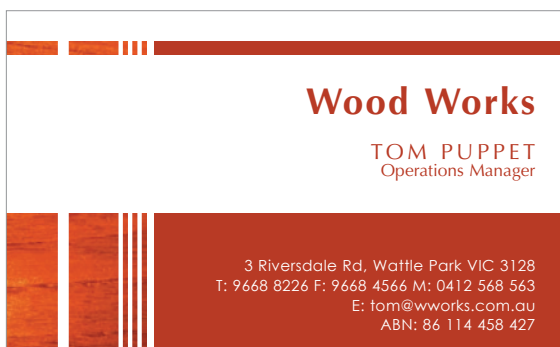
- Printed in full colour ink on 310gsm artboard 90 x 55mm
- Text ink colour will vary depending on what background is chosen, the ink colour will compliment the chosen background



**Layout I** Typestyle 14 BG 44 with Text Colours: ☒ ☐



**Layout J** Typestyle 6 BG 20 with Text Colours: ☒ ☐



**Layout K** Typestyle 16 BG 13 with Text Colours: ☒ ☒



**Layout L** Typestyle 11 BG 53 with Text Colours: ☒ ☒



**Layout M** Typestyle 10 BG 86 with Text Colour: ☐



**Layout N** Typestyle 15 BG 82 with Text Colour: ☐



**Layout O** Typestyle 7 BG 96 with Text Colour: ☐

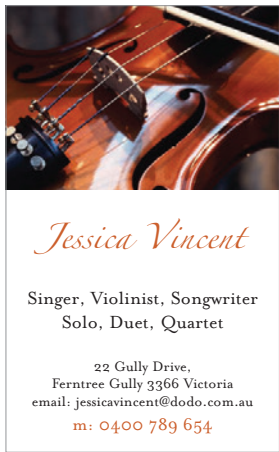


**Layout P** Typestyle 6 BG 89 with Text Colour: ☐

# Business Stationery

## Coloured Business Cards – Choose a Layout

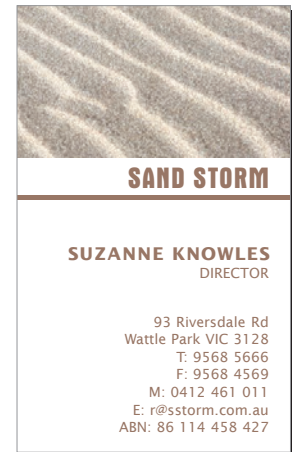
- Printed in full colour ink on 310gsm artboard 55 x 90mm
- Text ink colour will vary depending on what background is chosen, the ink colour will compliment the chosen background



**Layout Q** Typestyle 3  
BG 32 with Text Colour:



**Layout R** Typestyle 4  
BG 35 with Text Colour:



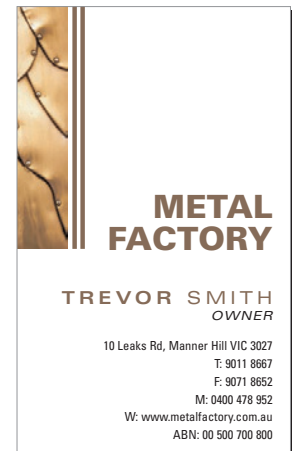
**Layout S** Typestyle 17  
BG 49 with Text Colour:



**Layout T** Typestyle 5  
BG 51 with Text Colour:



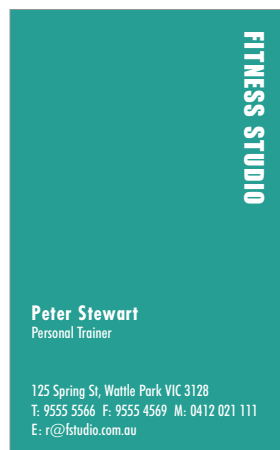
**Layout U** Typestyle 9  
BG 12 with Text Colour:



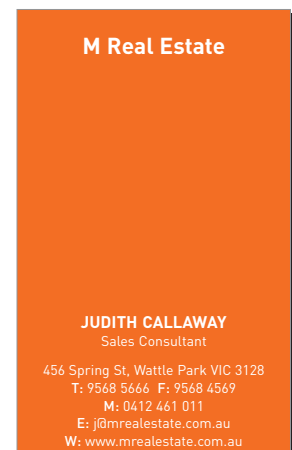
**Layout V** Typestyle 18  
BG 70 with Text Colour:



**Layout W** Typestyle 14  
BG 97 with Text Colour:



**Layout X** Typestyle 9  
BG 94 with Text Colour:



**Layout Y** Typestyle 2  
BG 74 with Text Colour:

Layouts not shown to scale

# Business Stationery

## Coloured Business Cards – Choose a Layout

### Option for a back

- Printed in black ink only for back of card.

- Award winning jewellery designer
- Custom made pieces
- High quality gemstones
- Repairs
- Re-sizing
- Re-modelling
- Independent valuation and certificate

**Back 01**

Date / Time: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Date / Time: \_\_\_\_\_

- Waxing
- Body Treatments
- Skin Care Analysis
- Body Massage
- Manicure
- Nails Extensions
- Pedicure
- Makeup
- Eyelash Tinting
- Fake Tan Application

**Back 02**

**Your Next Appointment:**  
Please give 24 hours notice of cancellation

Date	Time
_____	_____
Date	Time
_____	_____
Date	Time
_____	_____
Date	Time
_____	_____
Date	Time
_____	_____

**Back 03**

**Opening Hours**

Monday - Friday 9.00 am - 6.00pm  
Saturday 9.00 am - 5.00pm  
Sunday 10.00 am - 3.00pm

Shop 6  
The Block Arcade  
Collins Street, Melbourne  
Phone: 03 9662 2019

**Back 04**

- Award winning jewellery designer
- Custom made pieces
- High quality gemstones
- Repairs
- Re-sizing
- Re-modelling
- Independent valuation and certificate

**Back 05**

- Waxing
- Body Treatments
- Skin Care Analysis
- Body Massage
- Manicure
- Nails Extensions
- Pedicure
- Makeup
- Eyelash Tinting
- Fake Tan Application

Date / Time: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Date / Time: \_\_\_\_\_

**Back 06**

**Opening Hours**

Monday - Friday 9.00 am - 6.00pm  
Saturday 9.00 am - 5.00pm  
Sunday 10.00 am - 3.00pm

Shop 6  
The Block Arcade  
Collins Street, Melbourne  
Phone: 03 9662 2019

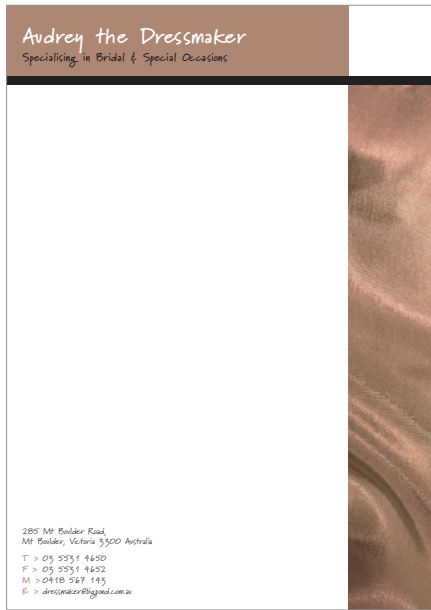
**Back 07**

# Business Stationery

## Coloured Letterheads – Choose a Layout

- Printed in full colour ink on 80gsm offset paper
- A4 size (210 x 297mm)

These layouts are also available as A5 Notepads (148 x 210mm).



**Layout A**

Typestyle 1 BG 41 with Text Colour:



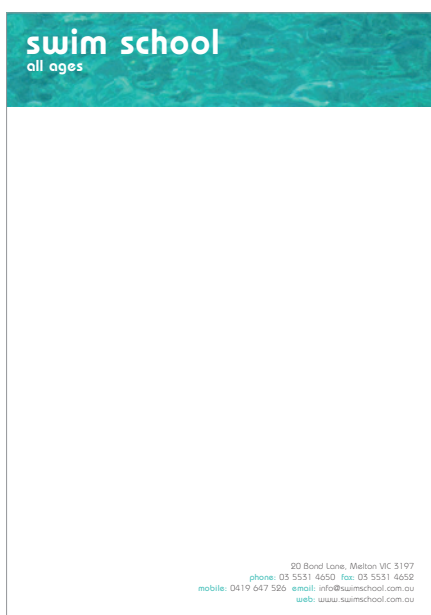
**Layout B**

Typestyle 2 BG 9 with Text Colour:



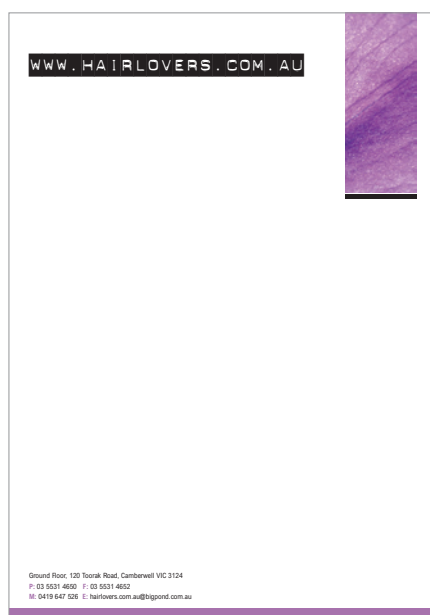
**Layout C**

Typestyle 8 BG 15 with Text Colour:



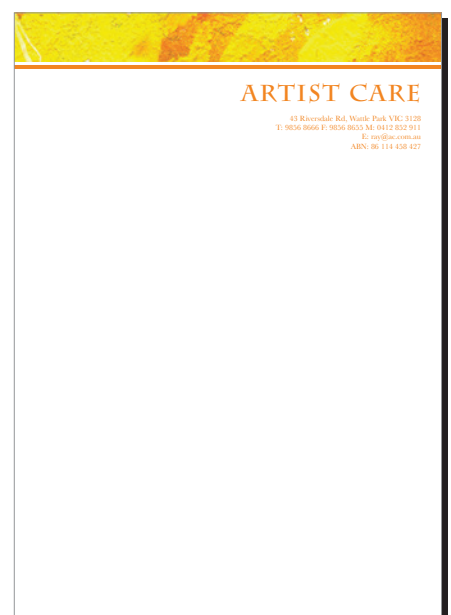
**Layout D**

Typestyle 5 BG 4 with Text Colour:



**Layout E**

Typestyle 7 BG 55 with Text Colour:



**Layout F**

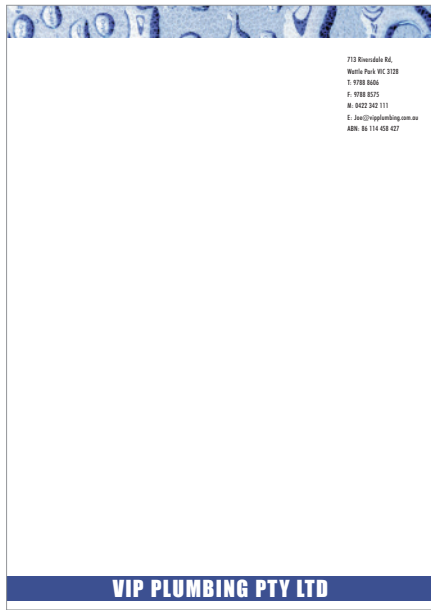
Typestyle 13 BG 58 with Text Colour:

# Business Stationery

## Coloured Letterheads - Choose a Layout

- Printed in full colour ink on 80gsm offset paper
- A4 size (210 x 297mm)

These layouts are also available as A5 Notepads (148 x 210mm).



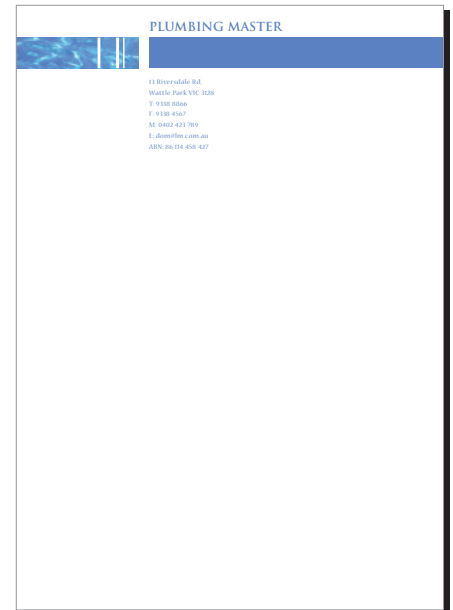
### Layout G

Typestyle 9 BG 46 with Text Colour:



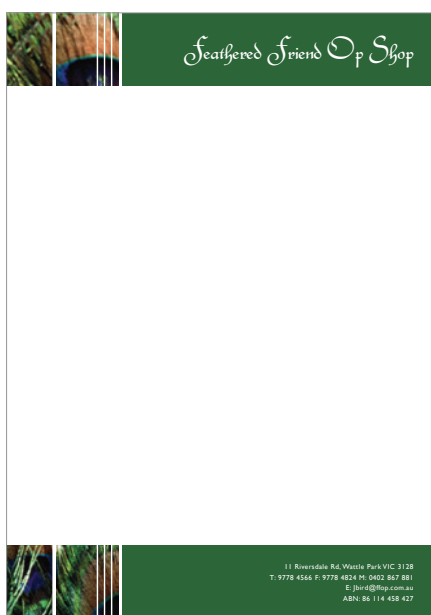
### Layout H

Typestyle 12 BG 67 with Text Colour:



### Layout I

Typestyle 14 BG 44 with Text Colour:



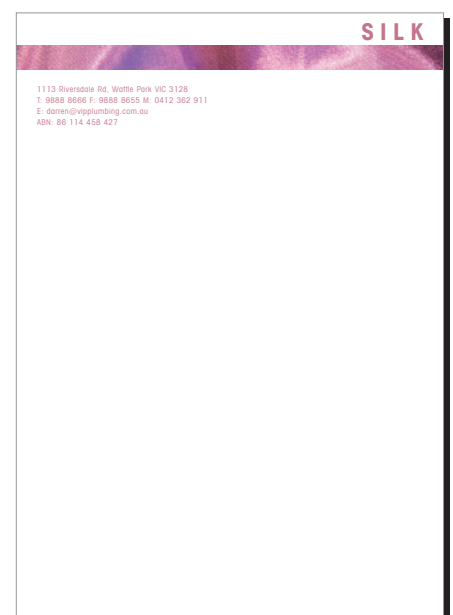
### Layout J

Typestyle 6 BG 20 with Text Colour:



### Layout K

Typestyle 16 BG 13 with Text Colour:



### Layout L

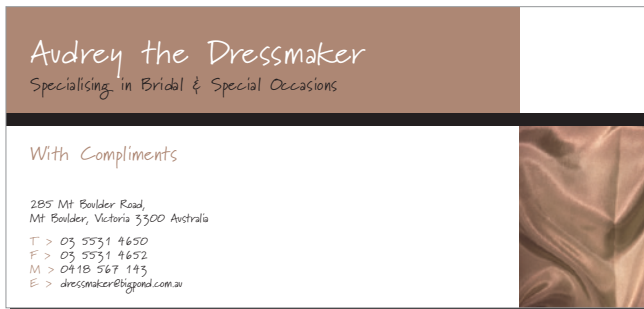
Typestyle 11 BG 53 with Text Colour:



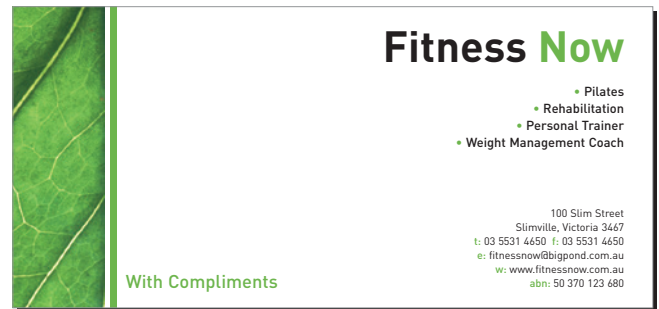
# Business Stationery

## Coloured With Comps – Choose a Layout

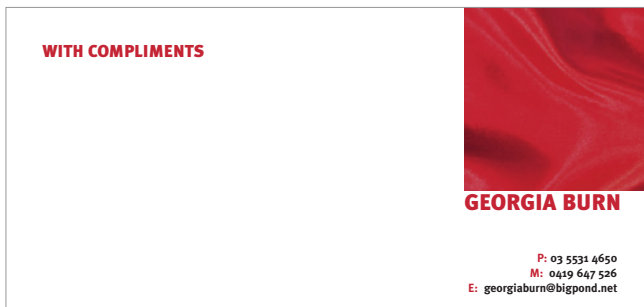
- Printed in full colour ink on 80gsm offset paper
- DL size (210 x 99mm)



**Layout A** Typestyle 1 BG 41 with Text Colours: ■ ■



**Layout B** Typestyle 2 BG 9 with Text Colours: ■ ■



**Layout C** Typestyle 8 BG 15 with Text Colours: ■ ■



**Layout D** Typestyle 5 BG 4 with Text Colours: ■ ■



**Layout E** Typestyle 7 BG 55 with Text Colours: ■ ■



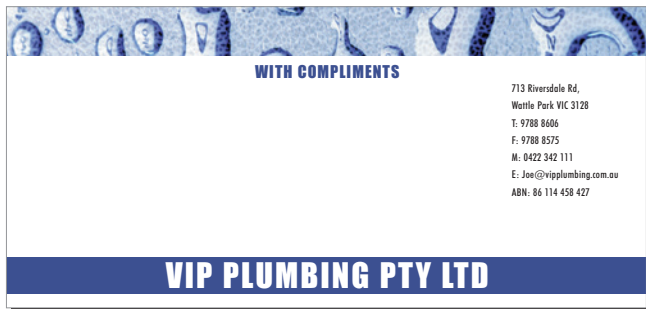
**Layout F** Typestyle 13 BG 58 with Text Colours: ■ ■



# Business Stationery

## Coloured With Comps – Choose a Layout

- Printed in full colour ink on 80gsm offset paper
- DL size (210 x 99mm)



**Layout G** Typestyle 9 BG 46 with Text Colours: ■ ■



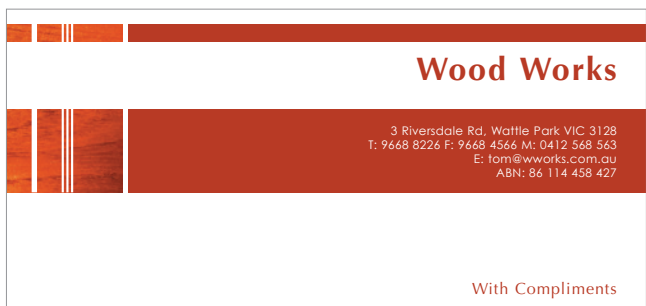
**Layout H** Typestyle 12 BG 67 with Text Colours: ■ ■



**Layout I** Typestyle 14 BG 44 with Text Colours: ■ ■



**Layout J** Typestyle 6 BG 20 with Text Colours: ■ ■



**Layout K** Typestyle 16 BG 13 with Text Colours: ■ ■

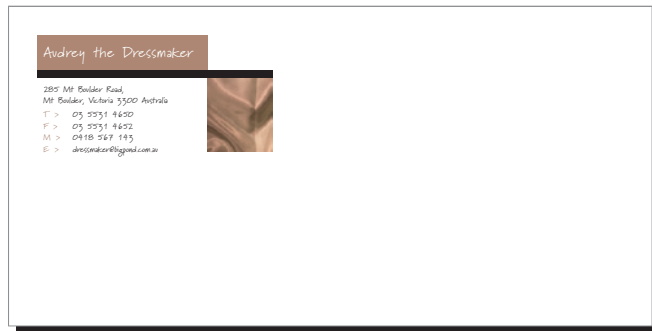


**Layout L** Typestyle 11 BG 53 with Text Colours: ■ ■

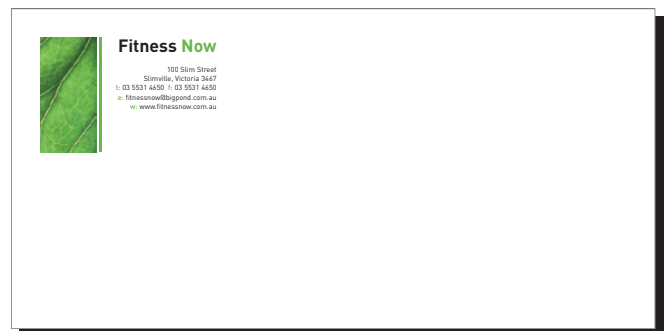
# Business Stationery

## Coloured DL Envelopes – Choose a Layout

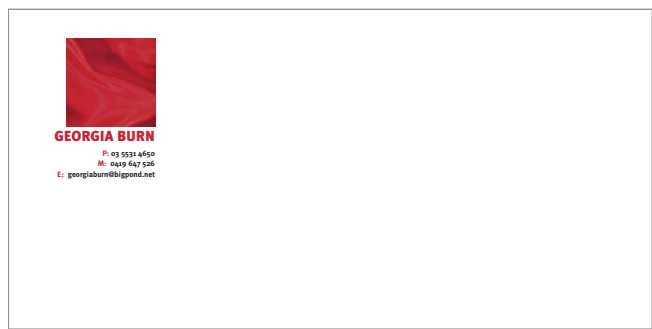
- Printed in full colour ink on Plain DL Self Seal (220 x 110mm) OR
- Printed in full colour ink on Window Face DL Self Seal (220 x 110mm)



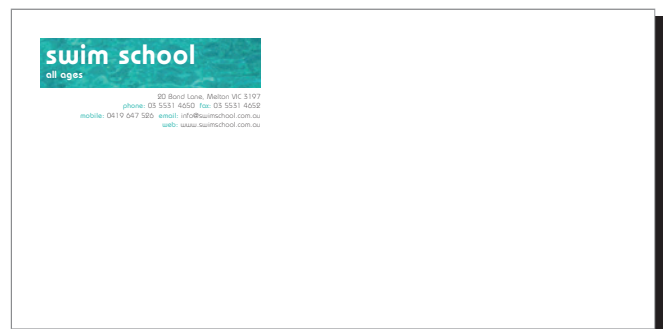
**Layout A** Typestyle 1 BG 41 with Text Colours: ■ ■



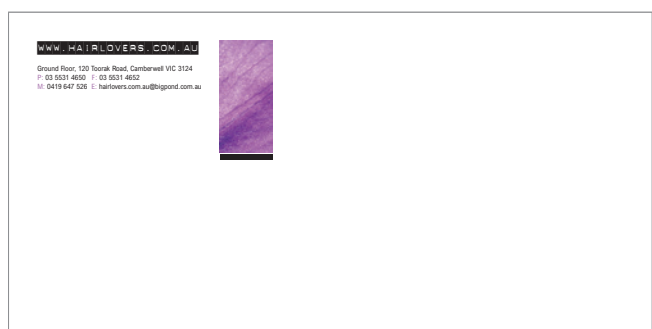
**Layout B** Typestyle 2 BG 9 with Text Colours: ■ ■



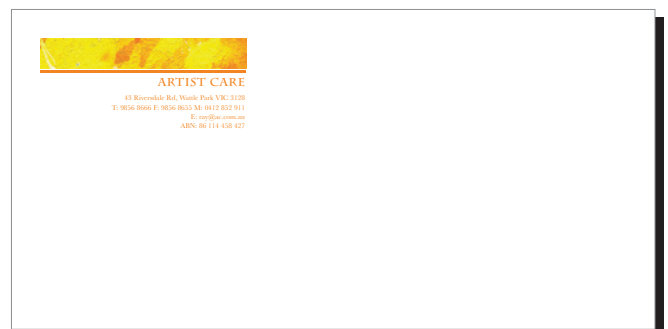
**Layout C** Typestyle 8 BG 15 with Text Colours: ■ ■



**Layout D** Typestyle 5 BG 4 with Text Colours: ■ ■



**Layout E** Typestyle 7 BG 55 with Text Colours: ■ ■

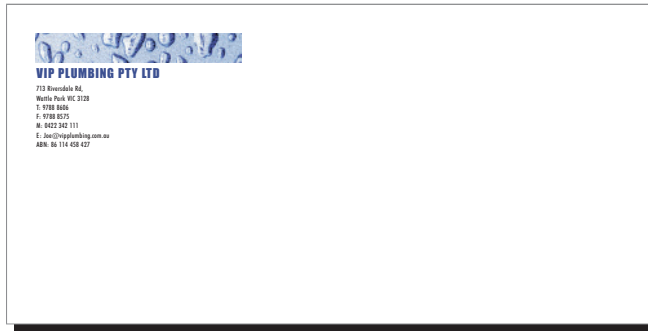


**Layout F** Typestyle 13 BG 58 with Text Colour: ■

# Business Stationery

## Coloured DL Envelopes – Choose a Layout

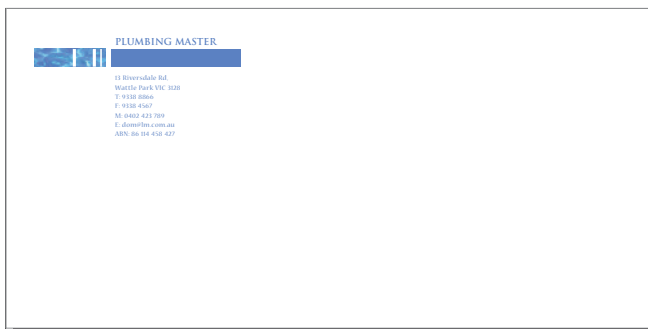
- Printed in full colour ink on Plain DL Self Seal (220 x 110mm) OR
- Printed in full colour ink on Window Face DL Self Seal (220 x 110mm)



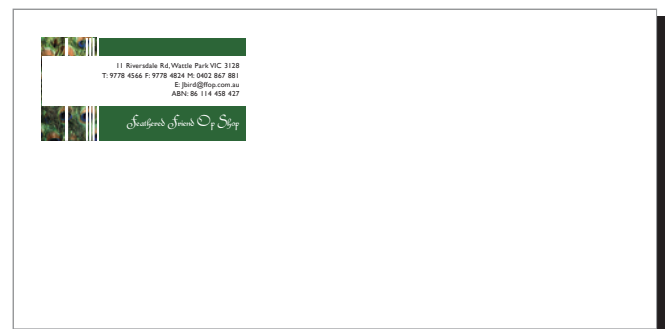
**Layout G** Typestyle 9 BG 46 with Text Colours: ■ ■



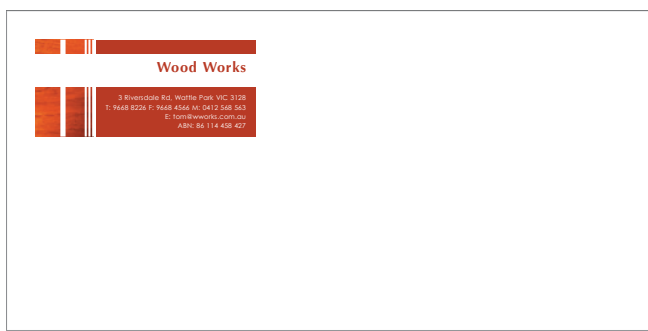
**Layout H** Typestyle 12 BG with Text Colours: ■ ■



**Layout I** Typestyle 14 BG 44 with Text Colours: ■ ■



**Layout J** Typestyle 6 BG 20 with Text Colours: ■ ■



**Layout K** Typestyle 16 BG 13 with Text Colours: ■ ■

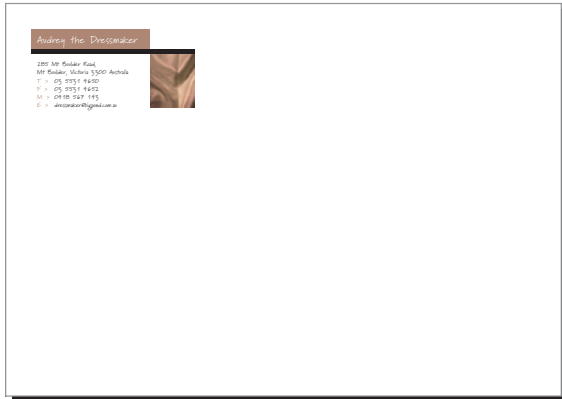


**Layout L** Typestyle 11 BG 53 with Text Colours: ■ ■

# Business Stationery

## Coloured C4 Envelopes – Choose a Layout

- Printed in full colour ink on Plain C4 Peel and Seal (229 x 324 mm)
- Will hold A4 documents.

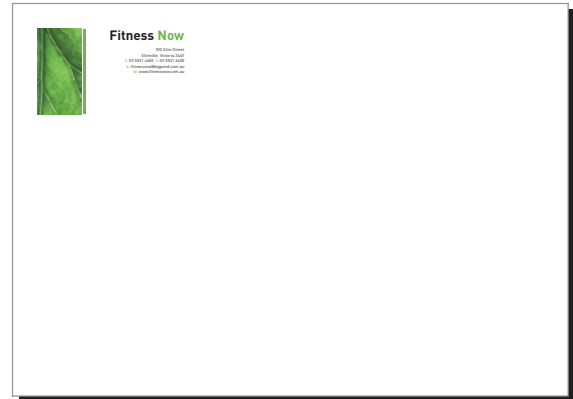


**Layout A**

Typestyle 1

BG 41

with Text Colours:



**Layout B**

Typestyle 2

BG 9

with Text Colours:

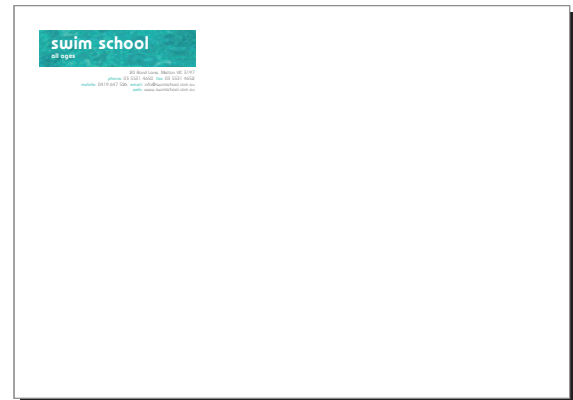


**Layout C**

Typestyle 8

BG 15

with Text Colours:



**Layout D**

Typestyle 5

BG 4

with Text Colours:

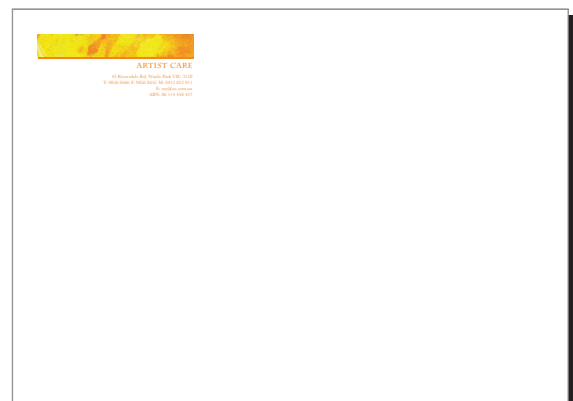


**Layout E**

Typestyle 7

BG 55

with Text Colours:



**Layout F**

Typestyle 13

BG 58

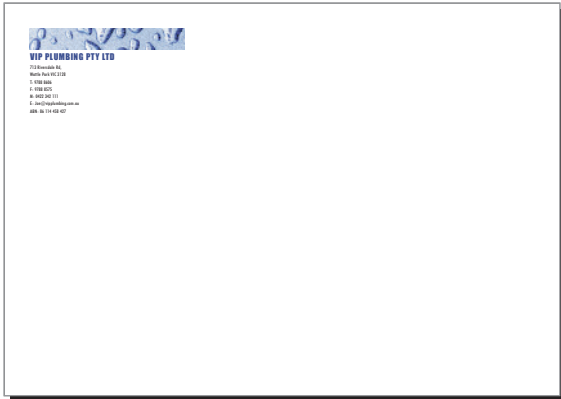
with Text Colour:



# Business Stationery

## Coloured C4 Envelopes – Choose a Layout

- Printed in full colour ink on Plain C4 Peel and Seal (229 x 324 mm)
- Will hold A4 documents.

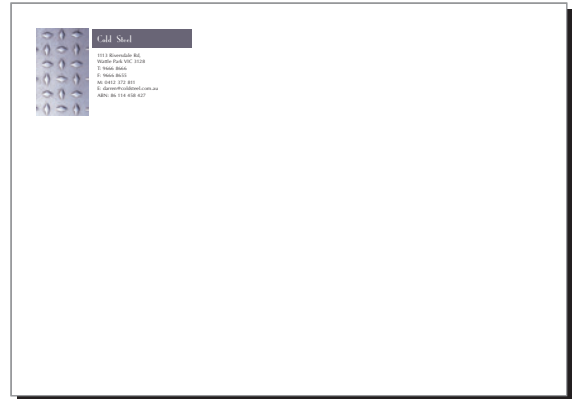


### Layout G

Typestyle 9

BG 46

with Text Colours:

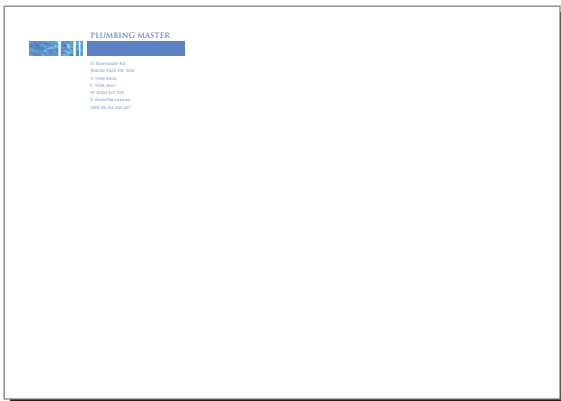


### Layout H

Typestyle 12

BG 67

with Text Colours:

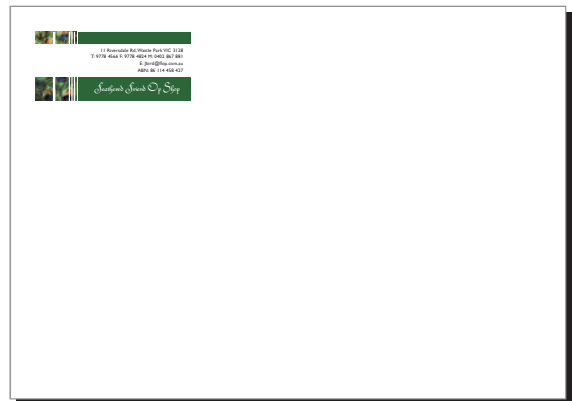


### Layout I

Typestyle 14

BG 44

with Text Colours:

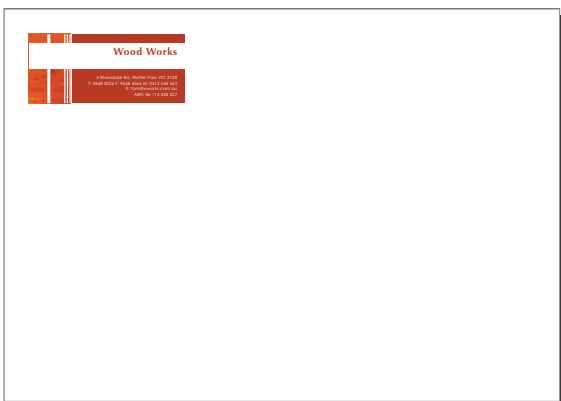


### Layout J

Typestyle 6

BG 20

with Text Colours:



### Layout K

Typestyle 16

BG 13

with Text Colours:



### Layout L

Typestyle 11

BG 53

with Text Colours:



# Business Stationery

## Coloured Starter Pack – Choose a Layout

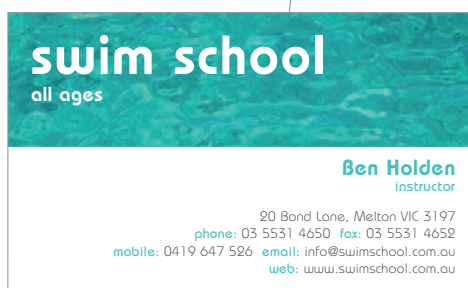
- Includes 250 Business Cards, Letterheads, With Comps and Plain Envelopes
- Layouts A – L are available from previous coloured range pages.

Business Cards:	Printed in full colour ink on 310gsm artboard	(90 x 55mm)
Letterheads:	Printed in full colour ink on 80 gsm offset paper	A4 size (210 x 297mm)
With Comps:	Printed in full colour ink on 80 gsm offset paper	DL size (210 x 99mm)
Envelopes:	Printed in full colour ink on plain self seal	DL (220 x 110mm)

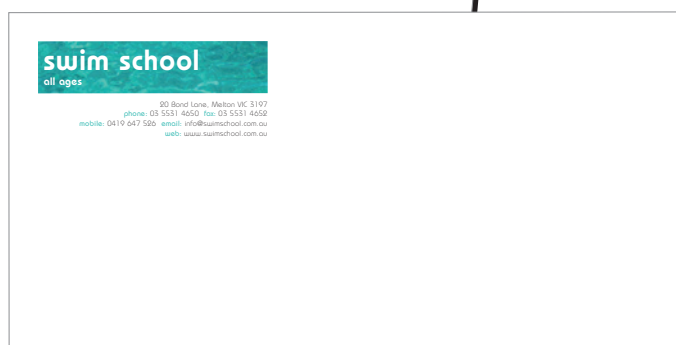
Letterhead



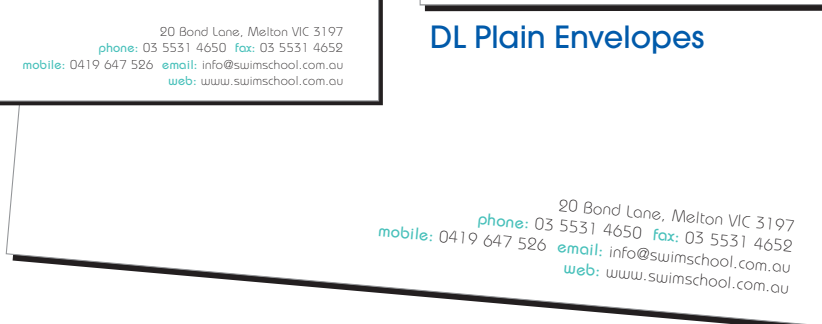
Business Card



With Comps



DL Plain Envelopes



# Business Stationery

## Coloured Gift Vouchers – Choose a Layout

- Printed in full colour ink on 130gsm Gloss Art
- DL size (210 x 99mm)

**GIFT VOUCHER**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*Audrey the Dressmaker*  
 Specialising in Bridal & Special Occasions  
 285 Mt Boulder Road, Mt Boulder, Victoria 3500 Australia  
 T > 03 5531 4650 F > 03 5531 4652 M > 0418 567 143 E > adressedmaker@bigpond.com.au

**Layout A** Typestyle 1 BG 41 with Text Colours:

**Gift Voucher**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Fitness Now**  
 • Pilates • Rehabilitation • Personal Trainer  
 • Weight Management Coach  
 100 Slim Street, Slimville, Victoria 3467 t: 03 5531 4650 f: 03 5531 4650  
 e: fitnessnow@bigpond.com.au w: www.fitnessnow.com.au

**Layout B** Typestyle 2 BG 9 with Text Colours:

**GIFT VOUCHER**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**GEORGIA BURNS**  
 P: 03 5531 4650  
 M: 0419 647 526  
 E: georgiaburn@bigpond.net

**Layout C** Typestyle 8 BG 15 with Text Colours:

**GIFT VOUCHER**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**swim school**  
 80 Bond Lane, Melton VIC 3197 phone: 03 5531 4650 fax: 03 5531 4652 web: www.swimschool.com.au

**Layout D** Typestyle 5 BG 4 with Text Colours:

**Gift Certificate**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**WWW.HAIRLOVERS.COM.AU**  
 Ground Floor, 120 Toorak Road, Camberwell VIC 3124  
 P: 03 5531 4650 F: 03 5531 4652 M: 0419 647 526 E: hairlovers.com.au@bigpond.com.au W: www.hairlovers.com.au

**Layout E** Typestyle 7 BG 55 with Text Colours:

**GIFT CERTIFICATE**

To: \_\_\_\_\_ From: \_\_\_\_\_  
 Amount: \_\_\_\_\_ Authorised By: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

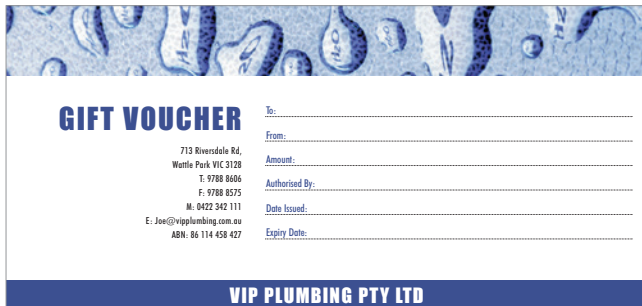
**ARTIST CARE**  
 43 Riversdale Rd,  
 Wattle Park VIC 3126  
 T: 9856 8666 F: 9856 8655 E: ray@ac.com.au

**Layout F** Typestyle 13 BG 58 with Text Colours:

# Business Stationery

## Coloured Gift Vouchers – Choose a Layout

- Printed in full colour ink on 130gsm Gloss Art
- DL size (210 x 99mm)



**GIFT VOUCHER**

713 Riversdale Rd,  
Wattle Park VIC 3128  
T: 9788 8606  
F: 9788 8575  
M: 0422 342 111  
E: Joe@vipplumbing.com.au  
ABN: 86 114 458 427

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Authorised By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**VIP PLUMBING PTY LTD**

**Layout G** Typestyle 9 BG 46 with Text Colours: 



**GIFT CERTIFICATE**

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Authorised By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**Cold Steel**  
1113 Riversdale Rd, Wattle Park VIC 3128  
T: 9666 8666 F: 9666 8655 M: 0412 372 811 E: darren@coldsteel.com.au ABN: 86 114 458 427

**Layout H** Typestyle 12 BG 67 with Text Colours: 



**GIFT VOUCHER**

**PLUMBING MASTER**

TO: \_\_\_\_\_  
FROM: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_  
AUTHORISED BY: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_  
EXPIRY DATE: \_\_\_\_\_

13 Riversdale Rd, Wattle Park VIC 3128  
T: 9338 8866 F: 9338 4567 M: 0402 423 789 E: dom@lm.com.au ABN: 86 114 458 427

**Layout I** Typestyle 14 BG 44 with Text Colours: 

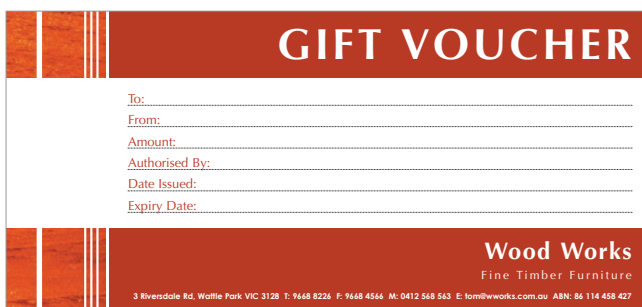


**Gift Certificate**

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Authorised By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**Feathered Friend Of Shop**  
11 Riversdale Rd, Wattle Park VIC 3128 T: 9778 4566 F: 9778 4824 M: 0402 867 881 E: jbird@ffop.com.au ABN: 86 114 458 427

**Layout J** Typestyle 6 BG 20 with Text Colours: 



**GIFT VOUCHER**

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Authorised By: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**Wood Works**  
Fine Timber Furniture  
3 Riversdale Rd, Wattle Park VIC 3128 T: 9648 8226 F: 9648 4566 M: 0412 568 563 E: tom@wworks.com.au ABN: 86 114 458 427

**Layout K** Typestyle 16 BG 13 with Text Colours: 



**GIFT VOUCHER**

TO: \_\_\_\_\_ FROM: \_\_\_\_\_  
AMOUNT: \_\_\_\_\_ AUTHORISED BY: \_\_\_\_\_  
DATE ISSUED: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**SILK**  
1113 Riversdale Rd, Wattle Park VIC 3128 T: 9888 8686 F: 9888 8655 M: 0412 362 911 E: darren@vipplumbing.com.au ABN: 86 114 458 427

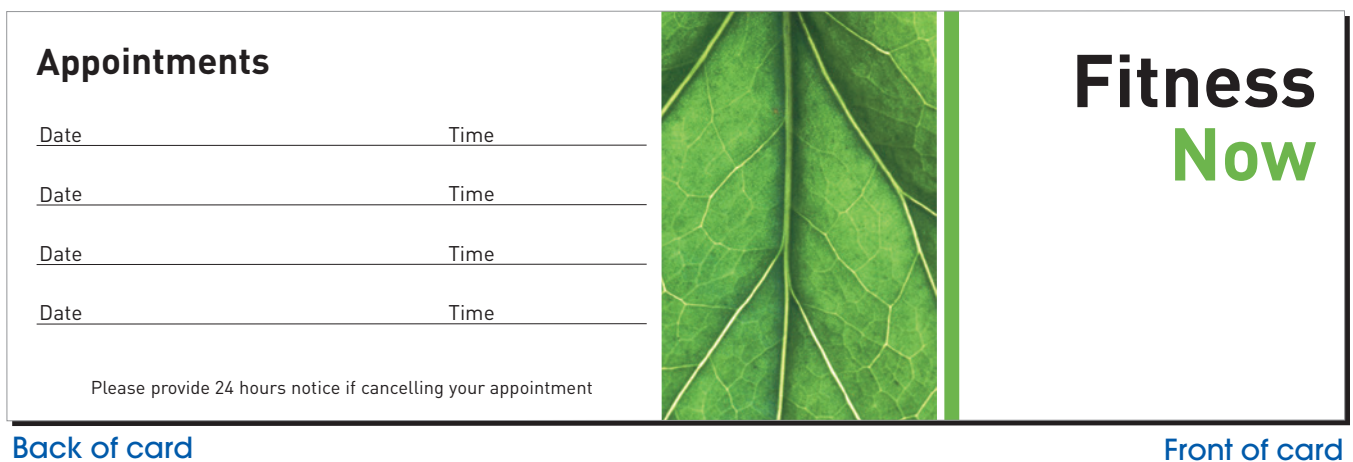
**Layout L** Typestyle 11 BG 53 with Text Colours: 



# Business Stationery

## Coloured 4 Sided Business Cards – Choose a Layout

- Printed in full colour ink on 310gsm artboard
- Flat size: 180 x 5mm folded size: 90 x 55mm
- All 25 Business Card layouts, all background images and tpestyles are available from the coloured range.



Back of card

Front of card



Inside of card - left side

Inside of card - right side

# Business Stationery

## Coloured Range – Choose a Background



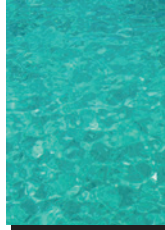
BG1



BG2



BG3



BG4



BG5



BG6



BG7



BG8



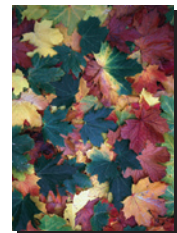
BG9



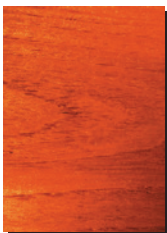
BG10



BG11



BG12



BG13



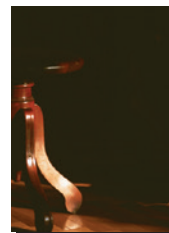
BG14



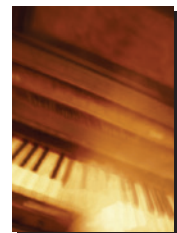
BG15



BG16



BG17



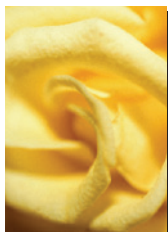
BG18



BG19



BG20



BG21



BG22



BG23



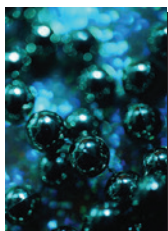
BG24



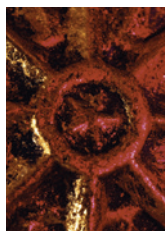
BG25



BG26



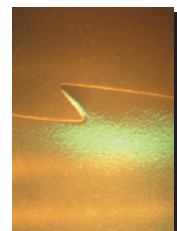
BG27



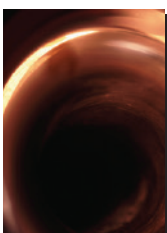
BG28



BG29



BG30



BG31



BG32



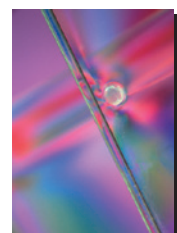
BG33



BG34



BG35

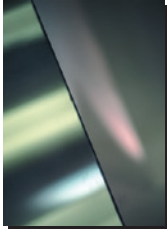


BG36



# Business Stationery

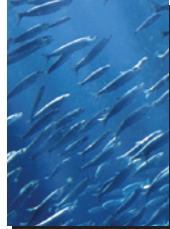
## Coloured Range – Choose a Background



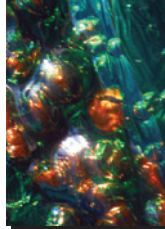
BG37



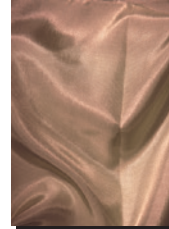
BG38



BG39



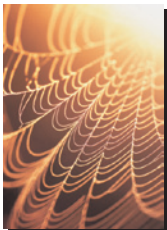
BG40



BG41



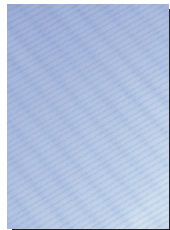
BG42



BG43



BG44



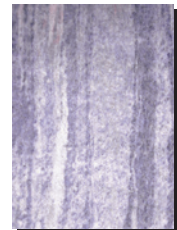
BG45



BG46



BG47



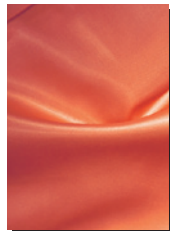
BG48



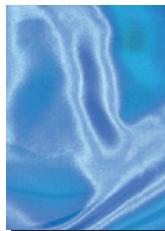
BG49



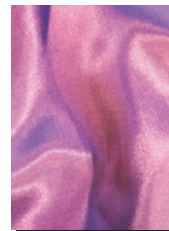
BG50



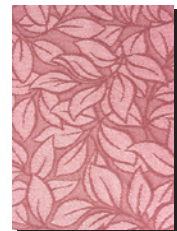
BG51



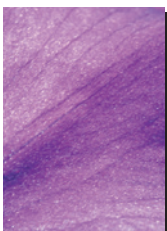
BG52



BG53



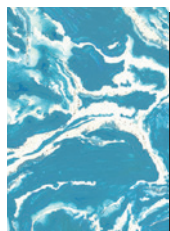
BG54



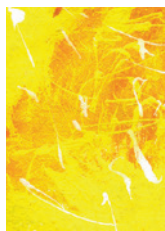
BG55



BG56



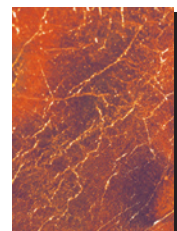
BG57



BG58



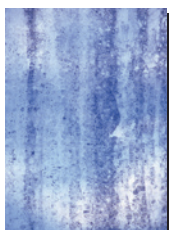
BG59



BG60



BG61



BG62



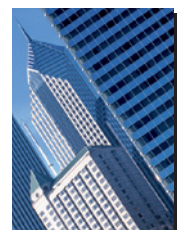
BG63



BG64



BG65



BG66



BG67



BG68



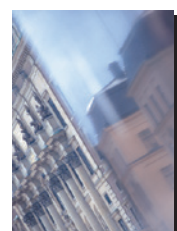
BG69



BG70



BG71



BG72

# Business Stationery

## Coloured Range - Choose a Background

Text ink colour on these background colours will be printed in white.



BG73



BG74



BG75



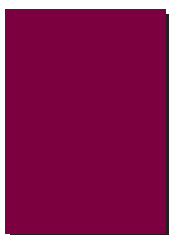
BG76



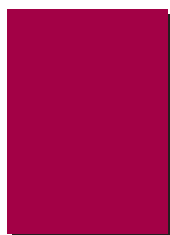
BG77



BG78



BG79



BG80



BG81



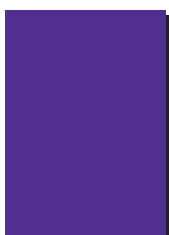
BG82



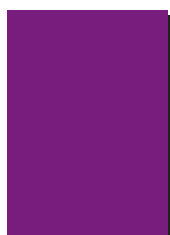
BG83



BG84



BG85



BG86



BG87



BG88



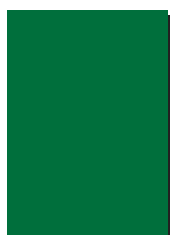
BG89



BG90



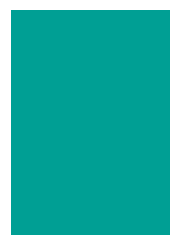
BG91



BG92



BG93



BG94



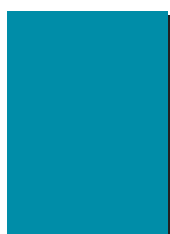
BG95



BG96



BG97



BG98



BG99



BG100



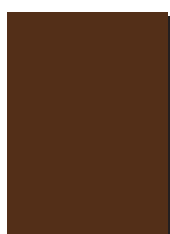
BG101



BG102



BG103



BG104



BG105



BG106



BG107



BG108

# Business Stationery

## Coloured Range – Choose a Typestyle

Below Typestyles are for the Coloured Range only.

Typestyles cannot be interchanged.

Note: Civitype and Zaphino can be printed in upper and lower case only.

Punch Label, Charlemagne and Trajon can be printed in Upper Case only.

- Typestyle 1: *Marydale*
- Typestyle 2: **Dinner**
- Typestyle 3: *Zaphino* / Mrs Eaves
- Typestyle 4: **FUN HOUSE**
- Typestyle 5: **Bauhaus**
- Typestyle 6: *Civitype* / Gill Sans
- Typestyle 7: **PUNCH LABEL** / Arial Narrow
- Typestyle 8: **Meta**
- Typestyle 9: **IMPACT** / Futura Condensed
- Typestyle 10: **s w i s s**
- Typestyle 11: **Avante Garde Condensed**
- Typestyle 12: **Mona Lisa** / Optima
- Typestyle 13: **CHARLEMAGNE** / Baskerville
- Typestyle 14: **TRAJON** / Nueva
- Typestyle 15: **Eurostyle**
- Typestyle 16: **Optima** / Century Gothic
- Typestyle 17: **AURORA** / Lucida
- Typestyle 18: **UNIVERS BLACK** / Univers Condensed

# Business Stationery

## How to Supply Your Own Logo or Artwork

(Available in the Coloured Range only, additional costs apply)

### Supplying your own artwork

<b>File Formats:</b>	Artwork must be a high resolution:	TIFF, JPEG or PDF file only
<b>Resolution:</b>	Artwork must be a minimum of:	300 dpi
<b>Artwork Sizes:</b> (width x height)	<b>Business Card</b> artwork must be:	90mm x 55mm
	<b>Letterhead</b> artwork must be:	210mm x 297mm
	<b>With Comps</b> artwork must be:	210mm x 99mm
	<b>Envelope</b> artwork must be:	220mm x 110mm
	<b>Notepad</b> artwork must be:	148mm x 210mm
	<b>Gift Voucher</b> artwork must be:	210mm x 99mm

### Supplying your own logo

<b>File Formats:</b>	Artwork must be a high resolution:	TIFF, JPEG or PDF file only
<b>Resolution:</b>	Artwork must be a minimum of:	300 dpi

## Frequently Asked Questions

**Q. Can I alter the layouts or timesteps?**

A. All text will be printed and layed out as per the layout and timestep chosen not how it is written on the order form. Please include any special instructions as an additional page.

**Q. Can I select more than one timestep?**

A. No timesteps cannot be interchanged. Standard range has a selection of 6 different timesteps and coloured range has a selection of 18 different timesteps to choose from.

**Q. Can I include a logo on my business stationery?**

A. Yes you can, but you must place your order in the coloured range and follow the above instructions on how to supply your logo correctly.

**Q. Can I create my own artwork rather than select a layout on offer?**

A. Yes you can, but you must place your order in the coloured range and follow the above instructions on how to supply your artwork correctly.

**Q. Can I include a back on my business card?**

A. Yes you can, but you must place your order in the coloured range. All backs are printed in black ink only.



# Business Stationery



## Logofarm – Custom Logo Design Service

Starting out a new business, organisation or club?

Logofarm can create a unique logo to best suit your needs.

Logofarm is an online logo design service with a dedicated team of graphic designers, with over 30 years experience in designing logos for a wide range of organisations and businesses in Australia.

Logofarm is an exclusive service to Officeworks.

The Logofarm custom logo design service provides customers a choice of three different logo designs.

Step 1:	Customer completes the Officeworks Easy order form.
Step 2:	Team members are to fax the completed Easy order form to the supplier on 1300 733 442.
Step 3:	When the supplier receives the order, Logofarm will contact the customer directly.
Step 4:	The customer needs to go to the Logofarm website ( <a href="http://www.logofarm.com">www.logofarm.com</a> < <a href="http://www.logofarm.com.au">www.logofarm.com.au</a> > ) and complete the briefing form.
Step 5:	Within 5 business days of submitting their briefing form by e-mail, Logofarm will email the customer three different logo designs. Customer simply chooses the design that inspires them the most.
Step 6:	Based on the feedback provided by the customer, Logofarm will revise the chosen logo up to three times.
Step 7:	The final approval logo will be e-mailed to the customer in all popular file formats.



Logo Farm Design Service

from \$529.00