



Supporting your
business every day.

Helping your business
make bigger things happen.



How we help bring your big ideas to life every day.

Australian businesses are never short of big ideas and ambitious goals, and the right support can help turn these ideas into reality.

Across the country, Officeworks is helping Australian businesses run smoothly and efficiently. By providing the right support, we're enabling businesses like yours to achieve more every day.

With our dedicated team of Business Specialists available to support you, Officeworks can help you make bigger things happen for your business.

Contact an Officeworks Business Specialist by visiting [officeworks.com.au/better-for-business](https://www.officeworks.com.au/better-for-business)

Business Specialists.†

Excellent advice can really get your business moving in the right direction. Our team of knowledgeable and professional Business Specialists bring Officeworks to you, saving you valuable time. There are more than 200 specialists in our team – on the road, on the phone and in store – who provide guidance and work with you to find the right solutions to suit your business.



Large store network.

The convenience of 165+ stores nationally means that when an opportunity knocks or the unexpected happens, there's an Officeworks store close by to save the day. Plus, we open early and close late to suit your busy lifestyle.

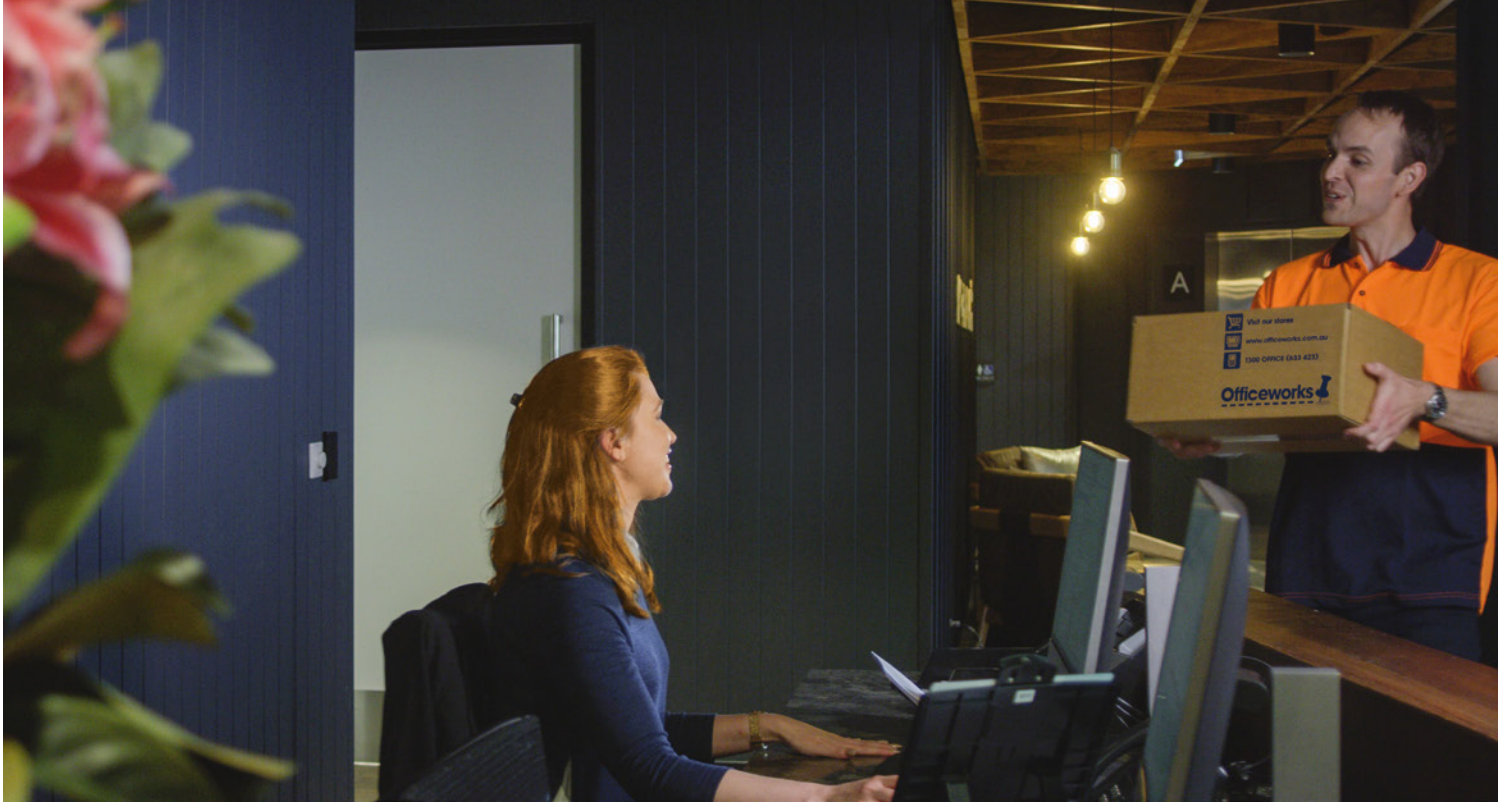


Widest range.

Different businesses have different wants and needs. With more than 40,000 quality products, including eco and recycled product ranges, there's something to suit everyone. Plus, with our wider range, you're more likely to find exactly what you need to create an inspiring workspace for you and your team.



†See [officeworks.com.au/storelocator](https://www.officeworks.com.au/storelocator) to find your nearest Business Specialist in store.



Our same-day delivery is better for your business.

If you know what your business needs early in the day, you can take advantage of our same-day delivery service. When you order online before 11.30am, we'll deliver the same day in most metro areas. And if your order is over \$55, we'll deliver it for free. Furniture is excluded and you'll find full terms and conditions at [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)



Easy online ordering.

No queues, no waiting and no fuss with our easy, secure online ordering available 24/7, from wherever you are.



Interest-free 30 Day Business Account.⁠

Why waste precious time chasing expense claims and invoices? With a 30 Day Business Account you can manage everyone's spend in the one place with the flexibility of multiple cards linked on the one account. Plus, you can take advantage of 30 days interest free.



Price beat guarantee.*

Our transparent pricing means whatever's in your basket will always be at low prices. Plus, if you happen to find a lower priced identical stocked item we'll beat it by 5%.



#For orders placed before 11.30am weekdays in metropolitan Brisbane, Melbourne, Geelong, Perth and Sydney. Excludes big and bulky items. See [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery) for details.
⁠All 30 Day Business Account approvals are subject to credit approval. *Excludes cash back and coupon offers, commercial quantities and pricing, and stock liquidations. Price including delivery.

Your one-stop shop for office essentials.

At Officeworks, we're all about making life easier for our business customers. To help your business run smoothly, we stock all the office supplies Australian businesses need.

Whatever stage your business is at, Officeworks has your business needs covered. We have the widest range of office supplies that businesses across Australia need. So whether you're starting out, expanding rapidly, or just getting on with everyday business, we've got everything you need.

Quality office supplies for your business.

Our wide range of office supplies will ensure your workplace is always stocked up and running efficiently. We stock over 40,000 office supplies products, so you're sure to find everything you need.

Equipped with office essentials, your team will feel empowered to stay organised. Our filing solutions, stationery and desktop accessories will enable everyone to clear the clutter and focus on what's important.

When it comes to presenting to colleagues or clients, our wide range of presenting and laminating supplies will help your work come across in the best possible light.

Plus, when you need to send or store important documents safely, our packaging and mailing supplies come in a wide range of sizes.

Pre-paid services, perfect for businesses of all kinds.

We know that running a business has its challenges. That's why we've developed a range of services that can help you start, run and grow your business. Our handpicked selection of Pre-Paid Business Services will allow you to outsource tasks across administration, marketing, productivity and training, so that you can focus on what you do best – growing your business.

To find out more visit **officeworks.com.au/services**



Workplace supplies at your fingertips.

At Officeworks, we offer complete office solutions. That means we have the right supplies for every part of your office. Whether it's kitchen and catering supplies, cleaning and bathroom products, or safety and packaging equipment, we have your workplace supplies covered.

With a wide range of workplace supplies available online 24/7, it's easy to manage all your workplace and office supplies at the same time. Ordering is easy and if you order before 11.30am you'll receive your supplies the same day.*

Kitchen and catering.

A well-stocked kitchen is a valuable asset to any workplace. Regular healthy breaks have been shown to lead to better productivity, so offering reliable appliances and healthy food options can boost morale and well-being. We make it easy to stock up on the right range of kitchen supplies to keep everyone healthy and happy every day.

Cleaning and hygiene.

Maintaining a clean and hygienic workplace demonstrates care and concern for team members and clients, which creates a comfortable environment everyone is happy spending time in. Plus, our extensive range of bathroom supplies will make sure your workspace remains spotless and well-stocked.

Safety.

Safety should be a priority for any business. Safety from injury and illness reduces absenteeism and provides a sense of security that raises morale. You can make sure you're safety compliant, starting with our range of first aid kits.

Packaging.

You can operate at peak efficiency and productivity by investing in the packaging supplies you need. We have pallet-fitting boxes, shipping cartons, pallet wrap and bubble wrap to suit all your business needs. Having the right packaging leads to less wastage and creates a satisfied workforce operating at their potential.

*For all delivery terms, conditions and fees please refer to [officeworks.com.au/delivery](https://www.officeworks.com.au/delivery)



High-performance technology to support your business.

At Officeworks, we understand the importance of staying up to date with the latest technology. That's why we have dedicated IT specialists to help your business run smoothly. Whether you need a fully integrated computer system with ample storage, or high-performance laptops to take your business on the go, we have business-grade hardware, software and networking solutions to make it happen.

A smart way to put your business on display.

Image is everything in business, so why not put your business on display with our brilliant range of high-quality digital solutions. These innovative options include smart TVs and kiosk signage to convey your message to the right people. A team of specialists will work with you to manage your technology and digital advertising needs by providing smart, contemporary designs that get noticed.

Perfect point-of-sale solutions.

Our point-of-sale solutions allow you to manage payments, receipts and inventory however you choose. Whether you need a POS system that you can take on the go or a fully stationed terminal, Officeworks has a range to suit your business requirements.

Tech problems? Geeks2U will come to you.

Geeks2U is a leading Australian technology support service that provides on-site assistance 7 days a week. Their expert technicians are here to help with all your technology problems, no matter how big or small, with the option of same-day service* to help get your issue sorted. Plus, for added peace of mind they guarantee you'll love their fast, friendly service or your money back.^

Visit officeworks.com.au/services/geeks2u to learn more or start using Geeks2U.



*Surcharges may be applied on same day and/or outside business hours visits.

^Our 100% money back guarantee applies to service charges only (excludes parts), if your service was completed within the last 30 days.



Fit-outs and furniture solutions to improve your workspace.

Your workspace is an investment in your business, so it pays to have a brand you can trust to provide all your workspace needs. Whether you need a complete office fit-out or loose business furniture, our team of professional Workspace Specialists will work with you to identify your needs, plan your space and manage the project right through to completion. With an inspiring workspace, your business will be able to work better and really start to make bigger things happen.

Our end-to-end workspace office fit-out service has a number of unique benefits:

- Comprehensive quotations and regular project updates.
- Accurate ordering of all furniture and preparation of a schedule.
- Delivery and installation on time and to budget.
- From a new reception counter to additional waiting room seating we can help set up your growing business for continued success.
- As your staff numbers increase, we have a wide range of workstations to allow multiple employees to work in comfort, including privacy screens, cable management and space for filing.

A diverse range of business furniture options:

- From quality executive and desk chairs to height-adjustable desks and versatile filing solutions, we have the right range to help achieve the perfect workspace.
- All our products are backed by warranties of up to 10 years, including a range designed for 24/7 use.
- We can recommend ways to work more efficiently, reducing storage footprints and increasing collaborative areas.
- Our wide range of reception chairs will ensure your visiting clients can wait in comfort.

Get your business noticed with our print and promotions solutions.

Every business needs to attract attention and engage with customers. So whether you're starting up, re-branding or refreshing your marketing collateral, having a knowledgeable print specialist who understands your business is incredibly important.

No matter the size of what you're printing – from business cards to wall banners – Officeworks is here to help with all of your business's print and promotions needs. An experienced, dedicated Print and Promotions Specialist will act as your single point of contact to advise on the most effective solution for your business, taking you through every step of the process.

We offer end-to-end project management so you can get on with running your business. And for a more polished image, our professional graphic design service can perfectly capture your brand, and create unique logos and designs to use across a range of business collateral.

To find out more visit officeworks.com.au/designservices

Possibilities are endless with our wide range of high-quality print and promotions products:

- Presentation folders
- Pull-up banners and pop-up counter displays
- Flyers and brochures
- Branded merchandise for customer giveaways
- A-frames, snap frames and outdoor poster stands
- Business stationery
- Document printing/finishing
- Marketing collateral
- Posters, plans and signage



Making a positive difference.

We are committed to operating a responsible and sustainable business that supports the communities where we live and work.

This is all part of our Positive Difference Plan, which outlines our goals to:

1. Support the aspirations of our team and our communities.
2. Source products in sustainable and responsible ways.
3. Reduce our environmental impact.

Our Positive Difference Plan was developed by talking to our customers, team, suppliers and other interest groups, as well as looking at global best practice to ensure we're helping make bigger things happen for all our stakeholders and the environment.

You can read more by visiting officeworks.com.au/sustainability



Connecting with our communities.

We recognise that connecting with our communities at a local, regional and national level is important because the relationships formed with customers go beyond the products and services they purchase in our stores. Thanks to the support of our generous customers and team members, we're able to invest in the education of Australian's who need it most.

Our partnership with The Australian Literacy and Numeracy Foundation (ALNF).

Our ongoing partnership with ALNF continues to support Indigenous students through our annual Wall of Hands Appeal. The appeal provides literacy packs nationally and supports the Early Learning and Literacy program at schools such as Gillen Primary School in Alice Springs and in the APY Lands and Palm Island communities.

Our partnership with The Smith Family.

Together with our customers we provide support to The Smith Family through volunteering, designing and selling a re-useable shopping bag, and through our annual fundraising campaign, the Back to School Appeal, to sponsor students who need it most on The Smith Family's Learning for Life program.

In 2019 we replaced our fleet of corporate cars with Toyota hybrid vehicles, which has reduced our carbon emissions by 53%.





Restoring Australia is helping restore wetlands near Mungalla Station in northern Queensland and improving water quality to help protect the reef.

Image: Annette Ruzicka.

Reducing our environmental impact.

Restoring Australia: two-for-one tree planting

Launched in 2017, Restoring Australia is our long-term commitment to making a positive difference to the environment, native wildlife, landholders and communities through tree planting and land restoration projects. In addition, it allows customers to make sustainable purchases simply by shopping at Officeworks. We're committed to planting two trees for every one used, based on the weight of paper-based products purchased by our customers. In partnership with Greening Australia, as at December 2019 we have planted over 570,000 trees and restored more than 1,000 hectares of land, providing habitat for 14 threatened or endangered species.

Reducing our carbon emissions.

Reducing energy usage and associated carbon emissions helps us to reduce the environmental impact from our operations. During the 2018-19 financial year, we reduced carbon emissions by 7% on the prior year, and have committed to reducing emissions by 25% by 2025, based on FY18 levels.

Reducing our operational waste to landfill.

We continue to work towards reducing the amount of operational waste sent to landfill, and in doing so, reduce the environmental impact of waste generation, maximising the recovery of recyclable materials for reuse. During 2018-19, we recycled a total of 82% of all operational waste.

Assisting our customers to recycle more e-waste.

With electronic waste growing three times faster than other waste streams, we assist customers to dispose responsibly of unwanted technology items, enabling recovery of valuable materials for reuse.

Responsible sourcing.

Our commitment is to source goods and services in sustainable and responsible ways by:

- Ensuring all suppliers are compliant with our Ethical Sourcing and Modern Slavery Policy.
- Sourcing wood fibre responsibly and sustainably. We acknowledge the Forest Stewardship Council (FSC) by clearly labelling our product packaging with the FSC logo to help customers make sustainable choices when shopping.
- Reducing impacts from product packaging.

Officeworks is here to support your business anytime, anywhere.

Let's talk about all the ways we can help your
business to make bigger things happen.

To contact an Officeworks Business Specialist
visit **officeworks.com.au/better-for-business**
or speak to a Business Specialist in store.†

Officeworks acknowledges the
Traditional Custodians of the land
on which we work, live and play.

