

COPYING INFORMATION

PROOF & TEST COPIES

Will be included in the total volume and charged accordingly.

When you arrive in store, we will print a first proof for you to approve, however, pre-scheduled jobs may take precedence.

FILE PROCESSING/DOWNLOAD FEES

Documents printed from USB, CD, Email or other media a processing/download fee applies of \$2.00

EDITING/FILE MANAGEMENT

We can perform some basic file editing, any changes made to your documents will incur a File Management Fee charged at \$1 per minute.

MEDIA & FILE FORMATS

Our operating system is Windows 98 and we have MS Office 2003 including Publisher. Please note that any files saved in later versions may require some re-formatting to be compatible and will incur the file management fee, this can be avoided by additionally saving your file as a PDF document.

DISCOUNTS

A 1c per page discount will apply if supplying your own paper.

If you have regular photocopying jobs, please speak to our staff regarding an individual quote on your copying and opening an account with us.

PRE-BOOKING

Larger Copy Centre jobs brought into the centre after 2pm may not be completed until the following business day unless pre-booked.

Pre-booking your job will help to ensure we can meet your deadline, please call our Copy Centre on 03 5662 2660 to book.

PERSONALISED ALL OCCASION INVITES

ENGAGEMENTS
WEDDINGS
BIRTHDAYS
CHRISTENINGS
SPECIAL OCCASIONS

Invitations are made to order, and we have a large range of designer paper and envelopes to meet every occasion's needs.

Check out the full range in store and speak to our staff for some great ideas and a custom quote.

Please allow at least 5 working days for the processing of your invitation order.

DESKTOP PUBLISHING/DESIGN

We can design your newsletters, business brochures, booklets, logos, letterheads and more!
Speak to our staff for more information.

SELF INKING & RUBBER STAMPS MADE TO ORDER

A large range of sizes, colours and fonts are available to suit all your stamp requirements. Please allow 5 working days for the processing and receipt of your order.

Something not covered?
We may be able to help!
Call our Copy Centre staff on:
03 5662 2660



LEONGATHA COPY CENTRE

SERVICES

&

PRICE GUIDE

OPEN 6 DAYS

MON - FRI

9AM-5.30PM

SAT (LIMITED SERVICES)

9AM-1PM

30 BAIR ST

LEONGATHA 3953

PH. 03 5662 2660

FAX. 03 5662 4446

EMAIL: leocopy@bigpond.com

BLACK & WHITE COPYING

Prices include 80gsm white copy paper.

COPIES / PER SIDE	A4	A3
1-19	30c	60c
20-49	16c	32c
50-99	11c	22c
100-499	6c	12c
500+	5c	10c

We have a range of coloured & specialty papers available for your black & white copying needs. Starting from an additional 5 cents per page.

COLOUR COPYING

Prices include 100gsm white laser paper.

A4 160gsm Laser paper available

BULK COLOUR: PHOTOS/PICTURES

COPIES / PER SIDE	A4	A3
1-5	3.50	5.60
6-20	2.70	4.30
21-50	2.30	3.70
50+	2.00	3.00

COLOUR: TEXT ONLY

COPIES / PER SIDE	A4	A3
1-20	2.00	4.00
20-49	1.80	3.60
50-99	1.50	3.00
100+	1.00	2.00

Larger scale photocopying and laminating is available at an outsourced location on request with a wide range of paper options available. Prices on application.

Larger scale jobs must be dropped off on Tuesday and will be available for pickup from Wednesday at 4.30pm unless advised otherwise.

LAMINATING SERVICES

	BUSINESS CARDS	A4	A3
1-5	1.00	2.50	4.40
6-25	75c	2.00	3.50
26-50	50c	1.80	2.60
50+	25c	1.50	2.20

POSTER LAMINATING

\$4.00 for every 30cm in length

Maximum width is 75cm and is completed in-house

Available on Wednesday & Friday afternoons.

Pickup from 4.30pm onwards.

BINDING

Prices include a clear front cover, choice of coloured textured back cover and plastic or wire comb.

SMALL (50 PAGES)	2.95
MEDIUM (100 PAGES)	3.95
LARGE (150 PAGES)	4.95
EXTRA LARGE (220 PAGES)	5.95
WIRE SMALL (75 PAGES)	4.95
WIRE MEDIUM (120 PAGES)	5.95

FAXING SERVICES

	1st Page	Per Additional Page
LOCAL	2.00	1.00
STD	3.00	1.50
ISD	4.00	2.00
RECEIVING		1.00

OTHER SERVICES

Document/Image Scanning	\$2.00 per page
Document/Image Transfer to CD	\$2.00
Document/Image Transfer to Memory Stick/Card	\$2.00
Stapling	\$.03 per staple
Trimming	\$.10 per cut
Folding (min 500 pages)	\$7.50 per 500 pages
Pads (100 pages/pad)	\$1.00/pad (10 +)
*Price excludes printing costs	\$2.00pad (under 10)
Guillotining (250 pages)	\$2.00
Personalised Labels	\$5.00 1st Page
*black & white identical labels only	\$1.00 per extra page
*Colour and Individual Labels available	Prices on application.
Personalised Calender Month to View	\$15.95
Personalised Calender Year to View	\$11.95
Secretarial Services	60.00 per hour

Can Include: Hand Scanning of larger documents for copying, File Management, Hand Collating, Typing, Editing Newsletters, Desktop Publishing/Design

BUSINESS CARDS

	500	1000
GLOSS FRONT	165.00	205.00
GLOSS FRONT & BACK	225.00	250.00

Please allow a 2-4 week turnaround for the delivery of your business cards.