

Here at Officeworks we know that exams can be a stressful time for students.

The Print and Copy team at Officeworks Ballarat has some helpful hints so that we can better assist students with their exam printing and binding needs.

Exam & Course Notes binding

Maximum processing time during peak periods: 24-48 hours

- Please allow sufficient time before your exams to have your bind completed.
- Unfortunately we can't always guarantee on-the-spot finishing services during these peak times and we may need to book your binding in for completion.
- Please have your bind ready with dividers in place, straighten all document edges and remove all staples.
- Please do not use plastic dividers or tape the edges of your documents.

Practice exams

Maximum processing time during peak periods: 24-48 hours

- Practice exams can be uploaded using our convenient online system at <https://www.officeworks.com.au/print/print-and-copy> or booked in for printing in-store.

Posters

Maximum processing time during peak periods: 24-48 hours

- Posters can be uploaded via our convenient online system at <https://www.officeworks.com.au/print/print-and-copy> or booked in for printing in-store.
- Please note we cannot process jobs ordered via email until the customer is in-store to finalise the order.

Officeworks Ballarat wishes all students the best of luck during their exams.