

LEXSA (Lismore & External Students Association)

Print Services Policy

PRINT SERVICES AVAILABLE – PRINTING, BINDING, LAMINATING, SCANNING



LEXSA OFFICE

HOURS - Printing hours **9am to 2pm Monday to Friday** (*Not available Public Holidays, and when LEXSA Office is closed due to meeting or event in progress*)

PAYMENT - All LEXSA Print Services must be paid for at the time of printing/order, Cash and Eftpos (*eftpos minimum purchase \$1*) available.

PRINTING - Students can print from one of the two student printing computers available in the LEXSA Office, in peak periods a booking system will operate. Prices are as advertised for Members and Non-Members.

BINDING – Binding of documents is available, depending on the volume of bindings, at time of printing or ready for collection within 24 hrs.

LAMINATING – A4 or A3 laminating available please place order with staff, orders available for collection from LEXSA Office within 24hrs.

SCANNING – Documents can be scanned from printer and sent to a nominated email address.

EMAILED OR IN OFFICE ORDERD PRINT JOBS

Staff assisted Printing and Binding orders – payment at time of order, to be collected from LEXSA Office:

- 1 to 5 documents, collection within 24 hrs
- 5 or more documents, collection time will be agreed on at time of order.

Emailed Printing and Binding jobs – payment by either bank deposit or on collection from LEXSA Office,

- 24 hrs for jobs to be collected from LEXSA Office.
- 7 working days for jobs to be posted.