



MDA PRODUCTS & SERVICES

STATIONERY & OFFICE ESSENTIALS

**Prices on all
TBD (To Be Discontinued)
items now reduced to cost.**

QUANTITIES ARE LIMITED.
AVAILABLE WHILE SUPPLIES LAST.



Writing Instruments

TBD Lumocolor Markers
Non-permanent, overhead transparency markers, 0.6 mm fine point, does not bead or smudge, water soluble. Plastic case turns into easel-style desk caddy. 4/package.

[A] **SAP-069766**.....\$5.00/Package

TBD Presentation Markers

Black, medium point, 10/box

[B] **SAP-029983**.....\$8.00/Box

TBD Permanent Markers

Fine point overhead transparency marker, blue, waterproof, 12/box.

[C] **SAP-029952**.....\$1.40/Each

Overhead Transparency Markers

Permanent marker, Super Fine point.

TBD Blue

[D] **SAP-057308**.....\$2.24/Each

TBD Green

[E] **SAP-057309**.....\$2.24/Each

TBD Red

[F] **SAP-057311**.....\$2.24/Each

TBD Plastic Tip Markers

Fine point, black, permanent, porous point pen, 12/box.

[G] **SAP-054514**.....\$10.68/Box

TBD Pilot Ballpoint Pen

Tungsten carbide steel ballpoint encased in a stainless steel tip, medium point, black, ribbed barrel for more comfortable grip, 12/box.

[H] **SAP-029905**.....\$15.00/Box

TBD Mechanical Pencils

Refillable, 0.5 mm diameter lead, soft rubber grip, see-through barrel to monitor lead supply, certified by Environmental Choice Program, 12/box.

[I] **SAP-059732**.....\$14.00/Box

TBD Wax Pencil

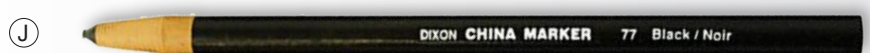
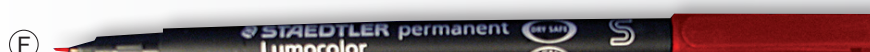
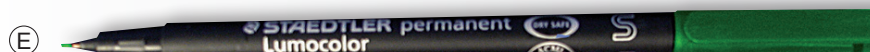
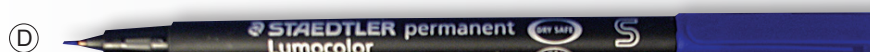
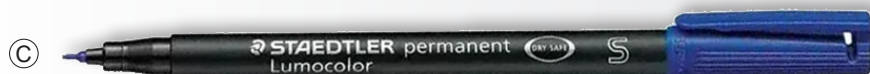
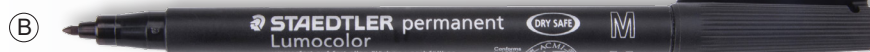
China marker, black

[J] **SAP-030033**.....\$0.50/Each

Helpful Symbols

TBD To Be Discontinued – stock will not be replenished when item is sold out.

Prices on TBD stationery and office essentials have been reduced to cost.



Notebooks

TBD Ruled Index Cards

120 sheets, 9½" x 6", ruled, poly cover, perforated pages, spiral bound, inside pocket for easy storage of loose pages.

[A] **SAP-046551**\$3.25/Each

Card Filing & Accessories

Ruled Index Cards

White, one-sided, ruled, lightweight, 100 cards

TBD 5" x 3"

[B] **SAP-029624**\$0.70/Each

TBD 8" x 5",

SAP-029628\$3.75/Each

Signing Blotters

Legislative Signing Blotters

Padded cloth hard covers, 14½" high x 10½" wide, white cerlox bound, 1" capacity, 15 card stock sheets, 2 end sheets glued to inside covers, inside sheets have three peek holes.

Blue books (Ministers and Deputy Ministers)

[C] **SAP-067195**\$65.00/Each

Green books (Ministers - urgent items)

[D] **SAP-067196**\$100.00/Each

Sticky Notes

Post-it Notes

Five pads, 4" x 6", ruled sheets, assorted pastel colours, 5 pads of 100 sheets = 500 sheets

[E] **SAP-063385**\$15.00/Package

Super sticky, 8" x 6", ruled sheets, assorted colours, 4 pads of 45 sheets = 180 sheets

[F] **SAP-064736**\$12.00/Package

Canary yellow notepads, 3" x 3", ruled, 6 pads of 100 sheets = 600 sheets

[G] **SAP-046033**\$8.00/Package

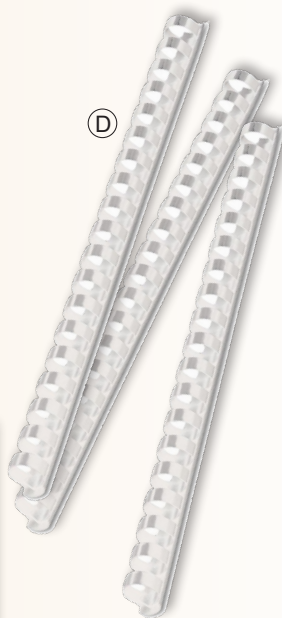
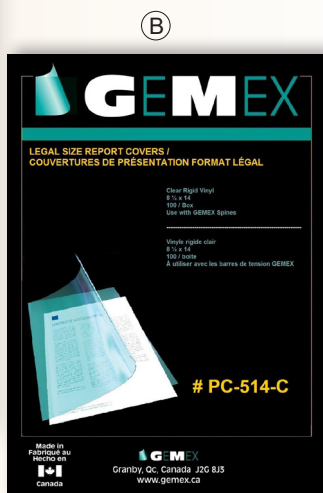
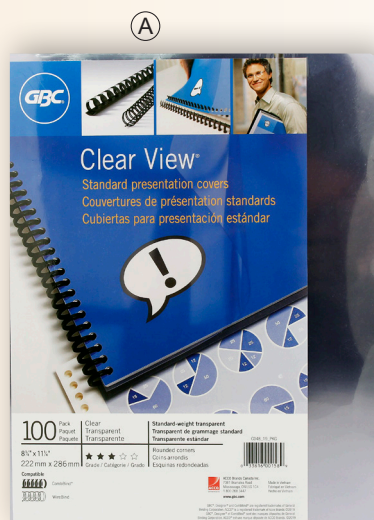
Assorted pastel colours, 3" x 5", unlined, 5 pads of 100 sheets = 500 sheets

[H] **SAP-063384**\$9.00/Package

Super sticky pop-up note dispenser, 3" x 3", black base and clear top, includes 45 pink sheet pad.

[I] **SAP-046027**\$10.00/Each





Report Covers

TBD Clear View Presentation Covers

Standard presentation covers, clear plastic, 8 $\frac{3}{4}$ " x 11 $\frac{1}{4}$ ", unpunched, two round corners, tear-resistant, for use with binding system, 100 covers/box.

[A] **SAP-070452**.....\$31.00/Box

Transparent Presentation Covers

Transparent covers, legal size, 8 $\frac{1}{2}$ " x 14". Spines sold separately, 100/box.

TBD [B] **SAP-054540**.....\$45.00/Box

Transparent covers protect your reports or presentations, letter size 8 $\frac{1}{2}$ " x 11". Spines sold separately, 100/box.

TBD [C] **SAP-054480**.....\$23.00/Box

Binding Accessories

Plastic Comb Binding Spines

For letter size 8 $\frac{1}{2}$ " x 11" paper, ring coils, $\frac{3}{4}$ " capacity, white, 10/bundle.

[D] **SAP-030299**.....\$2.00/Bundle

Dividers

TBD Transparent Dividers

The fastest way to customize tabs - print your titles using standard paper and the titles are in view through the tabs. Letter size 8 $\frac{1}{2}$ " x 11", multi-coloured, 8/set.

[E] **SAP-045378**.....\$5.75/Set

TBD Alphabetical Tab Dividers

Legal size 8 $\frac{1}{2}$ " x 14", 4 hole punched, gold coloured. Pre-printed A-Z, reinforced holes, 25 tabs/set.

[F] **SAP-029649**.....\$6.25/Set



File Folders

Recycled File Folders

Letter size top tab file folders, pre-printed, reversible 1/2" cut tab lets you choose tab position, 100/box.

- TBD** Burgundy
[A] **SAP-045751** **\$18.25/Box**
- TBD** Navy
[B] **SAP-045752** **\$18.25/Box**

Legal size top tab file folders, pre-printed, reversible 1/2" cut tab lets you choose tab position, 100/box.

- TBD** Pink
[C] **SAP-029555** **\$18.25/Box**
- TBD** Kraft
[D] **SAP-029529** **\$18.25/Box**
- TBD** Navy
[E] **SAP-046011** **\$18.25/Box**



Folders with fastener

Legal size, reinforced end tab, 2" heat sealed fastener at top, 13.5 weight

- TBD** Manila, 100/box
[F] **SAP-029589** **\$50.00/Box**
- TBD** Red, 50/box
SAP-029596 **\$30.00/Box**

Pressboard Folders

Heavy duty pressboard folders are perfect for files that get a lot of use, legal size, rip-proof, 1/2" cut tab, green, left.

- [G] **SAP-029527** **\$4.50/Each**

Legal End Tab Pocket Folders

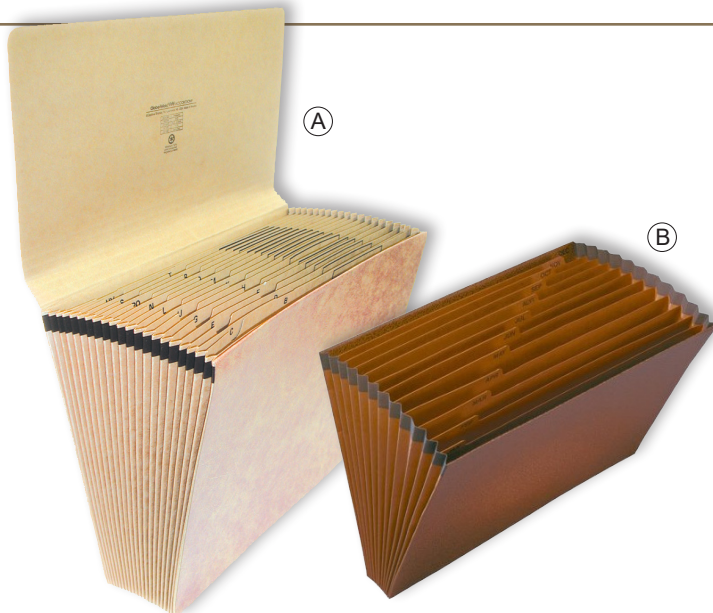
Premium reinforced end tab file pockets, legal size, 3 1/2" expansion

- TBD** [H] **SAP-029585** **\$8.00/Each**

- TBD** Pocket filing, legal size, notched end tab, 3 1/2" expansion, reinforced gussets
[I] **SAP-042893** **\$4.05/Each**

- TBD** Pocket filing, legal size, straight cut, 5 1/4" expansion for high capacity storage
[J] **SAP-029544** **\$1.55/Each**





Filing & Storage

TBD Alphabetical Expanding File

A-Z indexes, 21 pockets, 15" x 10", fits legal size documents, kraft construction, protective flap

[A] **SAP-029537** \$10.00/Each

TBD Monthly Expanding File

12 pockets, pre-printed from January-December, legal size, 15" x 10"

[B] **SAP-029549** \$15.00/Each

TBD Document File Transfer Cases

Legal binding cases, printed spine label, holds 2 hole-punched sheets, 6 cases/box

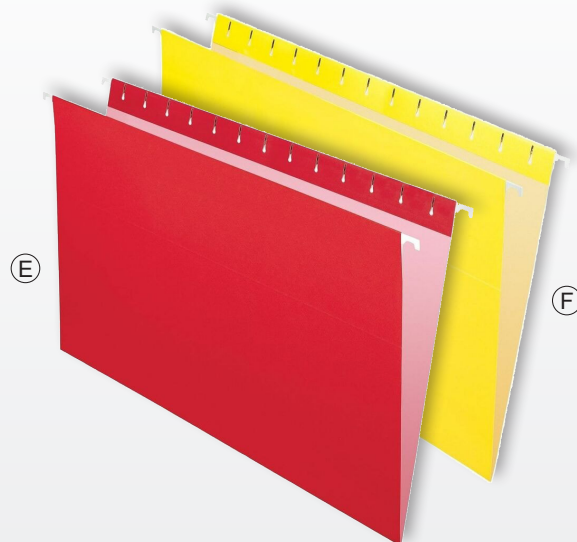
[C] **SAP-072826** \$30.00/Box



TBD Desk Topper File Organizer

Comes with five coloured hanging files, tabs and labels, holds files providing quick access to client files or projects in progress, legal size, desk top or fits in desk drawer, 15" long x 9 3/4" wide x 5 1/2" deep.

[D] **SAP-000425** \$13.75/Each



Legal Hanging File Folders

Heavyweight, mylar reinforced bottom with interior info pockets for disks and small papers, accepts flexible or hard tabs, 25/box.

TBD [E] **SAP-029607** Red \$12.50/Box

TBD [F] **SAP-029606** Yellow \$12.50/Box



Filing & Storage

TBD Speed Frame

Hanging folder frame, adjusts to letter or legal size folders, for file drawers 27" deep. (Folders not included)

[A] **SAP-029548**.....\$12.25/Each

TBD Reinforced Hanging Folders

Poly-reinforced top and bottom edges, letter size, standard green, 25/box

[B] **SAP-029533**.....\$19.50/Box

Presentation Folders

TBD Twin Pocket Folder

Executive style, letter size, twin pockets, textured linen stock, black, business card slots, 25/box

[C] **SAP-048894**.....\$1.05/Each

Sorting Folders

TBD View Folders

Top tab file folders, durable and translucent polypropylene, sealed on two sides, 1/3" cut tabs for easy document insertion and retrieval, assorted colours, 6 per package.

[D] **SAP-048994**.....\$5.25/Package

Binders

3-ring pressboard binder, 1/2" capacity, letter size, two clear interior pockets.

TBD Black, each

[E] **SAP-029459**.....\$3.85/Each

TBD Red, each

[F] **SAP-050659**.....\$3.25/Each

TBD White, each

[G] **SAP-049059**.....\$3.85/Each

TBD 3-ring binder, 2" capacity, red, letter size

SAP-029430.....\$5.10/Each

TBD 4-ring binder, 2" capacity, black, legal size

SAP-047877.....\$12.10/Each

Labels

TBD Photocopier Labels

White mailing labels, self-adhesive and heat resistant, jam-free. Templates in Microsoft Word provide easy formatting. 2 13/16" x 1", 33/sheet, 3300/box. Avery #45004

[H] **SAP-029262**.....\$26.50/Box

Clipboards & Portfolios

Letter Size Arch File

Provides a smooth surface while firmly holding letter size papers, 9" x 15½", lever-arch clip, hardboard made from 100% recycled/recovered wood fibres.

[A] **SAP-051804** **\$4.50/Each**

Portfolio with Clip

Black vinyl, inside flap and pocket.

TBD

Letter size

SAP-069847 **\$7.25/Each**

TBD

Legal size

[B] **SAP-069848** **\$10.25/Each**

TBD

Letter Sheet Holder

Durable aluminum construction, box-style provides an excellent way to store and protect documents, steel clips lock documents in place and reduce slippage when writing, hinged design opens completely for quick and easy access.

[C] **SAP-030355** **\$22.75/Each**

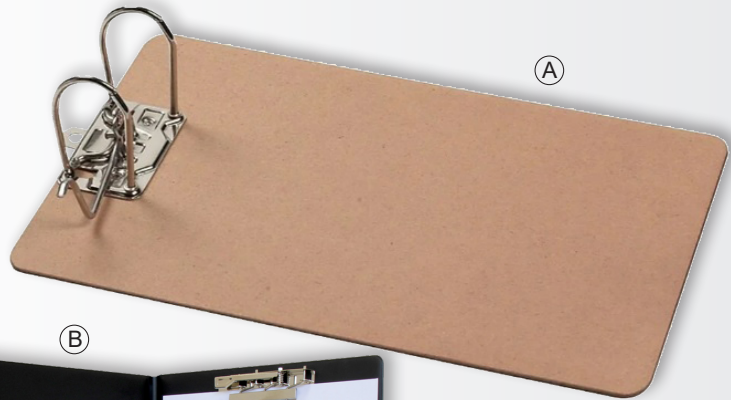
Calendars & Accessories

TBD

Calendar Pad Stand

Black plastic base, 8¼" x 7¼", metal arches hold 6" x 3½" side-punched calendar pad refill.

[D] **SAP-030370** **\$8.75/Each**



Easel Pads

TBD

Tabletop Easel Pad

Sturdy backcard easily converts to an easel stand for tabletop use, sticks to most surfaces and can be repositioned again and again.

Dimensions 20" x 23", 20 premium sheets/pad.

[E] **SAP-046037** **\$24.00/Each**

Badges, Cards & Accessories

- TBD Name Badge Insert Refills**
Refills for badge holders, 3" x 4", card stock, 6 inserts/sheet, 300/box
[A] **SAP-046921**\$17.00/Box

- TBD Badge Holders**
Clear with adjustable string, 3" x 4", print on pre-perforated sheets, 100/box
[B] **SAP-046922**\$26.00/Box

- TBD Tent Cards**
Medium tent cards, premium cardstock, embossed frame, 2½" x 8½", two cards per sheet, 100 cards/box
[C] **SAP-047879**\$15.80/Box

Laminating

- TBD Business Card Thermal Laminating Pouches**
For HeatSeal laminators, business card size, 2.2" x 3.7", 5 mil, semi-flex and ultra-clear, 100/package
[D] **SAP-049044**\$12.25/Package

- TBD ID Badge Thermal Laminating Pouches**
For HeatSeal laminators, ID badge size, 2.6" x 3.9", 5 mil, semi-flex and ultra-clear, 100/package
[E] **SAP-069759**\$13.20/Package

Card Storage

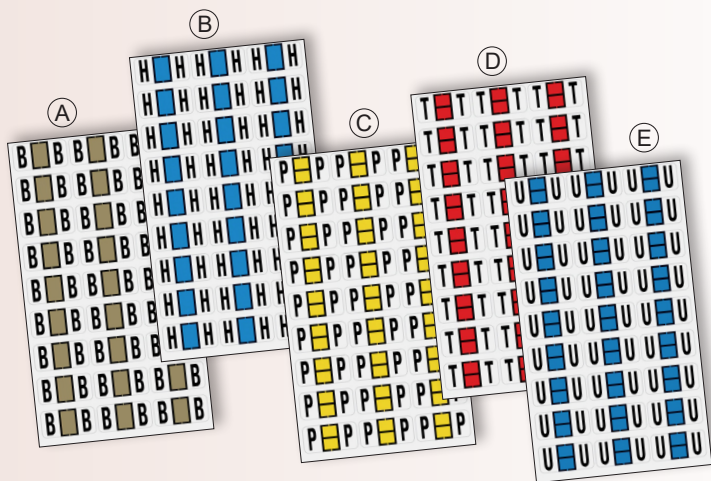
- TBD Business Card Holder**
Holds 96 individual business cards, see-through pockets, black cover, dignified way to store and organize business cards.
[F] **SAP-029882**\$3.85/Each

Badge Clips

- TBD Alligator Badge Clips**
Holds ID badges securely in place, clear vinyl strap with metal snap, nickel plated, 100/box
[G] **SAP-071705**\$15.00/Box

- TBD Retractable ID Badge Holder**
For any environment requiring quick and frequent access to ID badges, up to 34" of retractable nylon cord, full swivel alligator clip on back, clear vinyl strap with snap for card attachment.
[H] **SAP-057570**\$1.45/Each





Labels & Tabs

Alphabetical Labels

Tab style, Mylar coated, self-adhesive, sheet form, 1¼" x 1", 240 package.

TBD	[A] "B" SAP-029326	\$4.75/Package
TBD	[B] "H" SAP-029332	\$4.75/Package
TBD	[C] "P" SAP-029340	\$4.75/Package
TBD	[D] "T" SAP-029344	\$4.75/Package
TBD	[E] "U" SAP-029345	\$4.75/Package

Year Band Labels

Bright colours, mylar coated, 1½" x ¾", perfect for file folders and filing systems, super sticky adhesive, 500/box.

	SAP-066801	23, pink	\$7.75/Box
	SAP-066802	24, green	\$7.75/Box
[F]	SAP-066803	25, brown	\$7.75/Box

Post-it Flags

Colour-coding, indexing and tabbing, remove without damage, 1" x 1.7", 50 flags/package.

TBD	[G]	SAP-029660	orange	\$2.25/Package
TBD	[H]	SAP-029661	yellow	\$2.25/Package

Post-it Tabs

Organize file folders and pages into sections, 1.5" x 2", assorted colours, 24 tabs/package

TBD	[I]	SAP-063451	\$2.85/Package
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Avery Colour Coding Round Labels

For classifying, organizing and identifying, removable, laser and inkjet compatible, ¾" diameter, 240 labels/package.

TBD	[J]	SAP-074506	red	\$1.50/Package
TBD	[K]	SAP-074046	yellow	\$1.50/Package

Blue ¼" round labels for easy identification of documents, removable, 192/sheet, 768/package.

TBD	[L]	SAP-029363	\$3.95/Each
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Yellow ¼" round labels for easy identification of documents, removable, 192/sheet, 1152/package.

TBD	[M]	SAP-029365	\$3.95/Each
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CDs, DVDs & Accessories

Rewritable DVDs

DVD+RW, 4.7 GB, up to 120 minutes, up to 4X burning speed

15/package

TBD [A] **SAP-050059**.....\$11.00/Package

100/package

TBD [B] **SAP-070662**.....\$21.50/Package

Rewritable CDs

Ideal for hard drive back-up and archiving.

High speed, 80 minutes, 700 MB, slim jewel cases, 10/package

[C] **SAP-047878**.....\$15.50/Package

Disk Storage

CD/DVD Binder Sheets

Store all your CDs and DVDs in one place, binder sheets with pockets, fits any ring binder, 10 sheets/package

[D] **SAP-045041**.....\$9.25/Package

Calculators

Printing Calculator

Sharp EL2630PIII 12-Digit Heavy-Duty Printing Calculator, uses ink ribbon SAP-030172, battery powered, extra-large display with punctuation, 4-key memory, grand total, average, mark-up functions, calendar/clock function, uses standard paper roll.

[E] **SAP-038435**.....\$124.00/Each

Electrical

Power Bar

Surge protection, 6 outlets, 750 joules, 4' cord

[F] **SAP-034586**.....\$18.90/Each

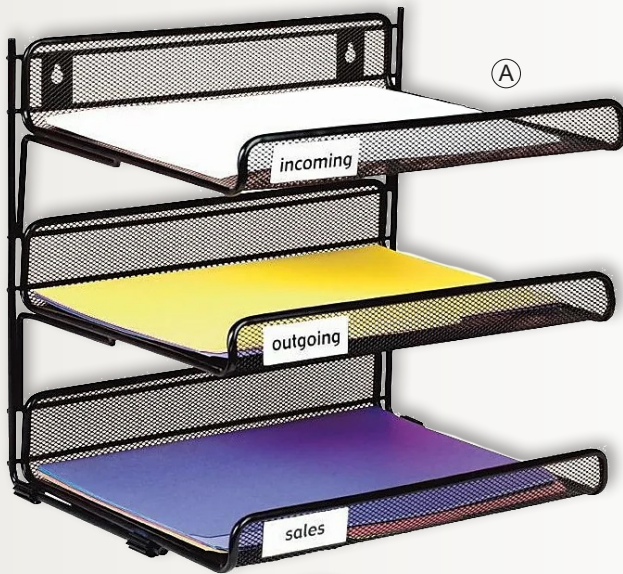
Computer Accessories

Mouse Pad

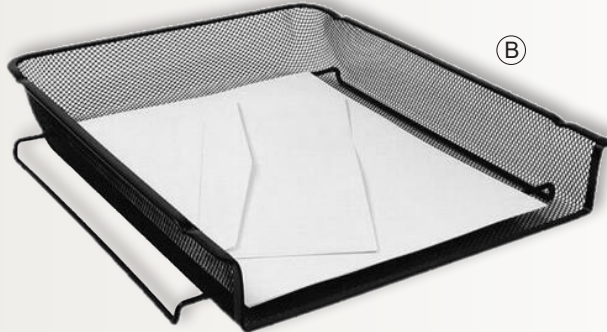
3M Precise mouse pad, 7" x 8½", enhances the precision of optical mice and extends battery life of wireless mice by 50%, repositionable adhesive backing, easy to clean.

[G] **SAP-020994**.....\$5.75/Each

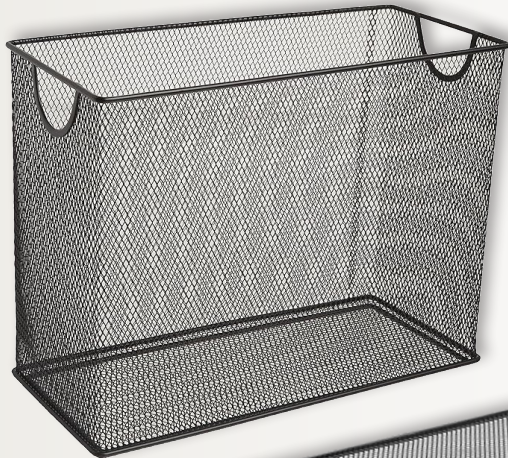




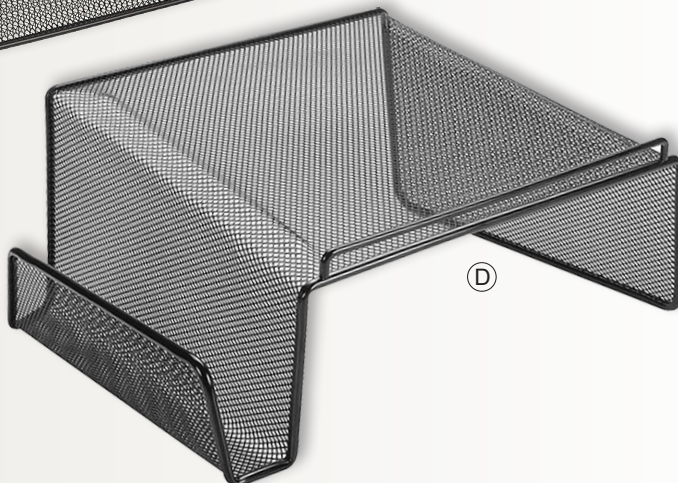
(A)



(B)



(C)



(D)

Mesh Steel Accessories

TBD Three Tier Letter Tray

Three-tier design, fits letter-sized documents, black, durable mesh enamelled wire, mounting hardware included, 12½" wide x 9¾" deep x 12½" high.

[A] SAP-056087\$13.30/Each

TBD Three Tier Letter Tray

Front loading, black, stackable, durable mesh enamelled wire, 10½" wide x 13¼" deep x 2½" high.

[B] SAP-056100\$10.75/Each

TBD Mesh Desktop Hanging File Holder

Sturdy mesh steel metal construction will withstand ongoing daily use, use on top of your desk or mount on the wall, 9.37" high x 12.2" wide x 6.85" deep. Hanging folders not included.

[C] SAP-056086\$7.85/Each

TBD Mesh Telephone Stand

Sturdy mesh steel metal construction, black, keeps phone off your desk, store items underneath, side compartment ideal for message pad and pens, 5" high x 11" wide x 9½" deep.

[D] SAP-056099\$9.10/Each

TBD Mesh Magazine File

Sturdy mesh steel metal construction, black, holds books, magazines and catalogues, solid base, 12½" high x 6¼" wide x 9" deep.

[E] SAP-059990\$13.50/Each



(E)



Staplers & Staples

- TBD Desk Model Standard Stapler**
Light weight and durable, comfort grip, 45 sheet capacity, anti-jam magazine.
[A] **SAP-057508** **\$33.25/Each**
- TBD Desk Model Standard Stapler**
Holds full strips of standard staples SAP-030319, 25-40 sheet capacity, black.
[B] **SAP-030318** **\$3.50/Each**
- TBD Heavy Duty Staples**
SB353, 3/8", 25-55 sheet capacity, 5000/box
[C] **SAP-030323** **\$10.50/Box**

Paper Punch

- TBD 3-Hole Punch**
Deluxe 3-hole desktop punch, 3 punch heads, letter size, 20 sheet capacity
[D] **SAP-030330** **\$48.00/Each**

Tapes and Ribbons

- TBD Tapes**
Brother Genuine M-K231, black on white non-laminated tape for P-touch label makers, 12 mm wide x 8 m long.
[E] **SAP-054979** **\$9.90/Each**
- TBD** Brother TZE-211 label printer tape, black on white, quality permanent adhesive, laminated, 8 m x 6 mm
[F] **SAP-066072** **\$12.75/Each**

Label Printer

- TBD Dymo LabelManager**
Black and white thermal transfer, connects directly to your computer, USB rechargeable, no batteries needed, built-in software. Customize labels with any fonts or graphics already on your PC or Mac, uses 1/4", 3/8" and 1/2" width Dymo D1 label cassettes. *Dymo #1806588*
[G] **SAP-063349** **\$53.50/Each**

Office Supplies & Desk Accessories

TBD Adhesive Remover Pen

Easy removal of adhesive, sticker residue and marker graffiti, citrus base, 10 grams.

[A] SAP-066076..... \$7.80/Each

TBD Optimizer Desk Sorter

Incline sorter with tiered slots, holds folders, books and note pads, can be mounted, clear, 9½" wide x 10½" high x 7½" deep.

[B] SAP-000430..... \$22.50/Each

TBD Desk Mate

Revolving desktop carousel-style organizer, compartments for pens, pencils, paper clips, etc. Dimensions: 8¼" high x 7½" wide, black.

[C] SAP-030342..... \$16.50/Each

TBD Memo Holder

Memo and paper clip holder, translucent acrylic, 7" x 5" x 2½", 100% recyclable

[D] SAP-060688..... \$6.98/Each

TBD Metal Bookends

Black, heavy-gauge steel, baked enamel finish, rounded corners and edges, 5.3" high, 2/set.

[E] SAP-040428..... \$1.75/Set

TBD Glue Stick

Twist-up applicator, 21 grams, odourless and non-toxic, washable, 12/case.

[F] SAP-005341..... \$.60/Each

TBD Rulers

Flexible acrylic, 12 inches / 30 cm

[G] SAP-045356..... \$1.70/Each

TBD Labeling and Cover-Up Tape

Perfect for covering up mistakes or labeling, virtually invisible on standard bond paper, easy to write on, dispenser lets you cut off the exact length needed, single-use dispenser, 1" x 700".

[H] SAP-049065..... \$4.00/Each





Office Essentials

Tackboards & Whiteboards

Tackboard, natural cork surface, wall mounted, aluminum frame

TBD	24"W x 18"H	SAP-000410	\$39.00/Each
TBD	48"W x 36"H	SAP-000407	\$80.00/Each
TBD	[A] 72"W x 48"H	SAP-000408	\$165.00/Each

Whiteboard, magnetic, porcelain surface, aluminum frame

TBD	24"W x 18"H	SAP-000397	\$115.00/Each
TBD	[B] 96"W x 48"H	SAP-000399	\$315.00/Each

TBD Halogen Bulb

12 volt, 50 watt (for use with Dainolite lamps)

[C] **SAP-048995** **\$5.25/Each**

TBD Cash Box

Convenient fold-away handle and removable cash drawer makes the CB-10 ideal for home and business use, steel construction, 3.3" high x 9.8" wide x 7.4" deep, includes two keys.

[D] **SAP-000747** **\$24.50/Each**

TBD Foot Stool

Plastic, two fixed steps with rubber tread, three spring-loaded collapsible casters, plastic bumper, black, 16" high

[E] **SAP-000348** **\$150.00/Each**

TBD Adjustable Foot Rest

Reduces strain and fatigue on legs, back and neck. Heavy-duty steel construction, 22" wide platform provides ample space for both feet, tilt adjustment, slip-resistant surface keeps feet from sliding.

[F] **SAP-066074** **\$75.00/Each**

