

MDA PRODUCTS & SERVICES

STATIONERY AND OFFICE ESSENTIALS



Desktop Filing

Wire Basket Tray

Extra-deep wire mesh basket for bulky files,
5" D x 11½" W x 16" L

[A] SAP-000420\$11.94/Each

Packaging

String

White polished cotton twine, medium weight,
1lb spool, 280 yards/spool

[B] SAP-003647\$14.40/Each

Adhesives

Masking Tape

Paper, general purpose grade, 1" x 60 yards
(24 mm x 55 m), 36/case

[C] SAP-003692..... \$2.10/Roll

Labels

Photocopier Labels

White mailing labels, self-adhesive,
heat resistant, jam-free. Find templates
in Microsoft Word for easy formatting.
2 13/16" x 1½", 21/sheet, 2100/box.

Avery #45008

[D] SAP-02926147.54/Box

White mailing labels, self-adhesive,
heat resistant, jam-free. Find templates
in Microsoft Word for easy formatting.
2 13/16" x 1", 33/sheet, 3300/box.

Avery #45004

[E] SAP-02926243.13/Box

Alphabetical Labels

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

[F] "A" SAP-029325 6.15/Pkg

[G] "B" SAP-029326 6.15/Pkg

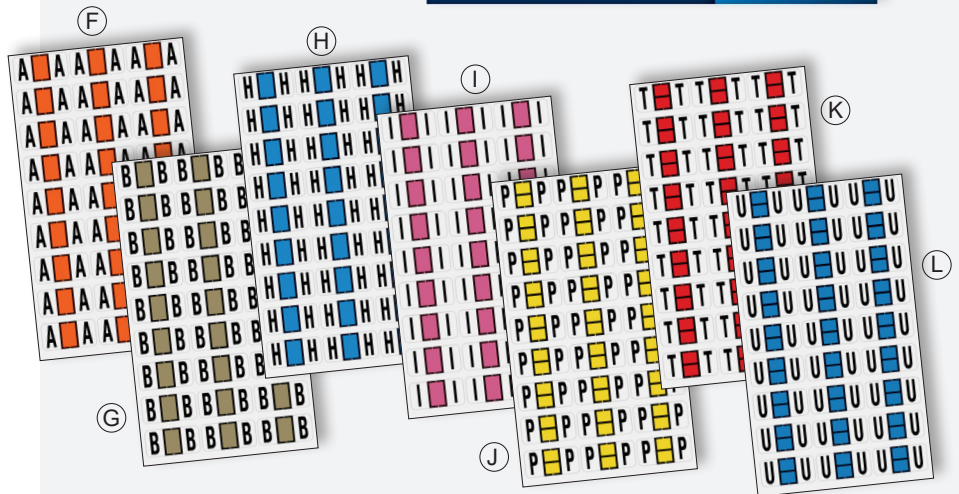
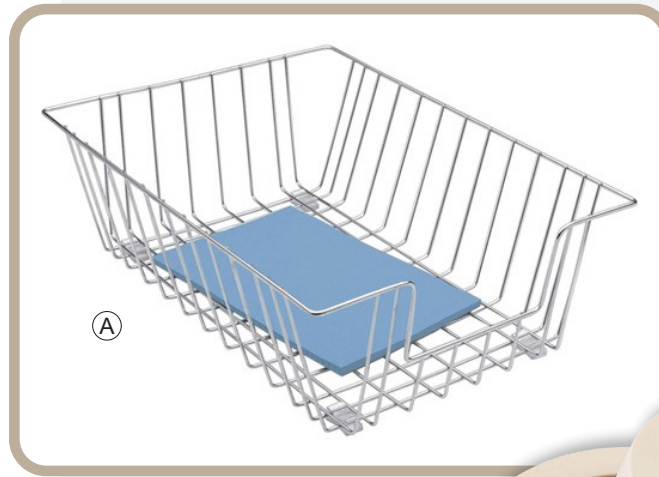
[H] "H" SAP-029332 6.15/Pkg

[I] "I" SAP-029333 6.15/Pkg

[J] "P" SAP-029340 6.15/Pkg

[K] "T" SAP-029344 6.15/Pkg

[L] "U" SAP-029345 6.15/Pkg





(A)



(B)

Labels

File Folder Labels

Made for use in laser and inkjet printers, assorted colours, heat resistant adhesive, archival safe and acid free, $2\frac{2}{3}'' \times 3\frac{7}{16}''$, 30 labels/sheet, 600 labels/box.

[A] SAP-029368\$25.31/Box

Durable Labels

White, permanent, for laser printers. $2\frac{5}{8}'' \times 2''$, 15 labels/page, 750 labels/pkg. Avery #06578

[B] SAP-049011\$29.60/Box

Round Labels

Colour code, print or write, removable, $\frac{3}{4}''$ diameter, laser or inkjet printable, 936/package. Avery #02102

[C] SAP-054681\$5.66/Pkg

Thermal Address Labels

General purpose, white with sensor strip, compatible with Seiko Instruments Smart Label & Costar Label Writer printers.

$3\frac{1}{2}'' \times 1\frac{1}{8}''$, 2 rolls/box, 260 labels/box.

Avery #04150

[D] SAP-047433\$18.50/Box



(C)



(D)

Card Filing & Accessories

Ruled Index Cards

White, one-sided, ruled, lightweight, $5'' \times 3''$, 100/package.

[E] SAP-029624\$1.26/Pkg

White, one-sided, ruled, lightweight, $8'' \times 5''$, 100/package.

SAP-029628\$4.88/Pkg



(E)

Paper

Recycled Colour Paper

Multi-use paper, 20 lb weight, 50% recycled, 30% post-consumer content, 500 sheets/package.

Cream colour, 8½" x 11"

SAP-029405\$9.06/Pkg

Ivory colour, 8½" x 11"

SAP-045963\$9.06/Pkg

Tan colour, 8½" x 11"

SAP-045964\$9.06/Pkg

Cherry colour, 8½" x 11"

SAP-045965\$9.06/Pkg

Pink colour, 8½" x 14" legal size

SAP-029406\$14.13/Pkg

Bright Colour Paper

Neon green (Vulcan Green) colour, 8½" x 11", 24 lb weight, 500 sheets/package. *Astro Brights*

[A] SAP-058871\$18.92/Pkg

Loose Leaf Paper

Ruled with margin, 8½" x 11", 3-hole punched, 100/package.

[B] SAP-029420\$4.96/Pkg

Cash Register Paper Roll

Paper roll, bond, 2¾" x 150' for cash registers, 50 rolls/case

[C] SAP-063622.....\$40.20/Case

Debit Machine Paper Roll

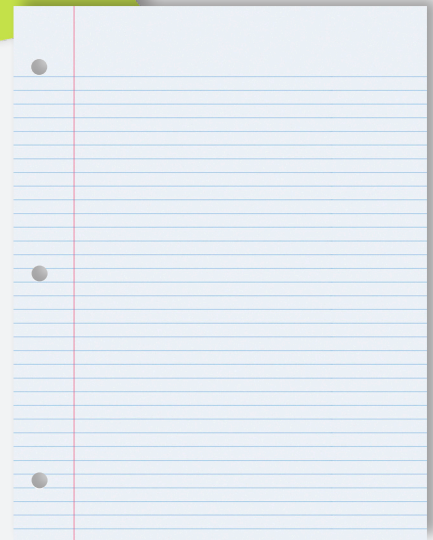
Thermal roll paper, 2¼" x 60' for debit machines, 50 rolls/case

[D] SAP-063618\$23.92/Case



(A)

(B)



(C)



(D)





Binders and Folders

Letter Round Ring Binders

3-ring, letter size, black, 1/2" capacity

SAP-050657 **\$4.10/Each**

3-ring, letter size, blue, 1" capacity

SAP-029423 **\$4.35/Each**

3-ring, letter size, black, 2" capacity

SAP-029428 **\$5.99/Each**

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

SAP-029430 **\$5.99/Each**

Letter Angled D-Ring Binders

D-ring, letter size, blue, 2" capacity

SAP-029443 **\$6.06/Each**

D-ring, letter size, blue, 3" capacity

SAP-029433 **\$7.44/Each**

2-Piece Pressboard Binder

Letter 8 1/2" x 11", black, 3" capacity, 50% recycled material, 3 steel prong fasteners along the 11" side, reinforced hinge.

[A] SAP-029447 **\$4.21/Each**

Duotang Report Covers

Letter size 8 1/2" x 11", yellow, 3-prong fasteners, embossed border for label, 25/box (labels not included).

[B] SAP-029721 **\$0.60/Each**

Shelf File Folders

Simplify your files, reinforced side tab, ivory, legal size 8 1/2" x 14", 13.5-point weight, 50/box.

[C] SAP-045338 **\$26.39/Box**

Pre-Printed File Folders

Legal size 8 1/2" x 14", printed "NAME/NOM/NO", burgundy, 1/2" cut reversible tab, 100/box.

[D] SAP-046008 **\$25.80/Box**

Letter size 8 1/2" x 11", printed "NAME/NOM/NO", black, 1/2" cut reversible tab, 100/box.

SAP-058995 **\$25.26/Box**

View Folders

6 assorted colours, 1/3" cut tab, translucent, letter size 8 1/2" x 11", 6/package, tabs for easy labeling, durable plastic.

Pendaflex/Esselte #52565V

[E] SAP-048994 **\$6.75/Pkg**

Tab Dividers

Alphabetical Tab Dividers

Legal size 8½" x 14", 4 hole punched, gold coloured. Pre-printed A-Z, reinforced holes, 25 tabs/set.

[A] SAP-029649\$12.90/Set

Write-On Index Tabs

Self-adhesive, 1½", white, 24/package.

[B] SAP-029655\$3.59/Pkg

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 8½" x 11", multi-coloured, 8/set.

[C] SAP-045378.....\$9.32/Set

Laminating

Thermal Laminating Pouches

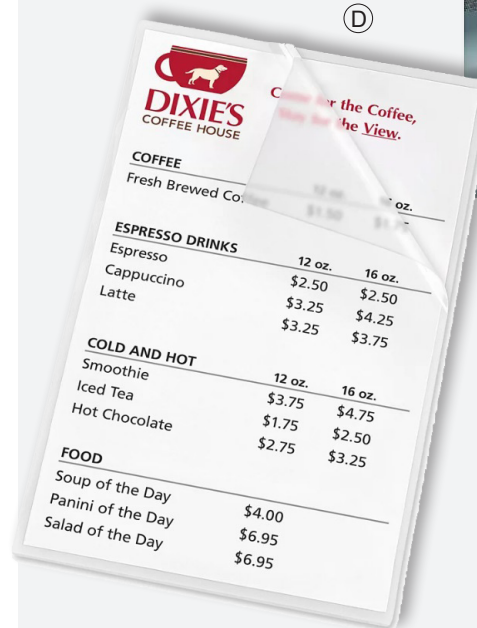
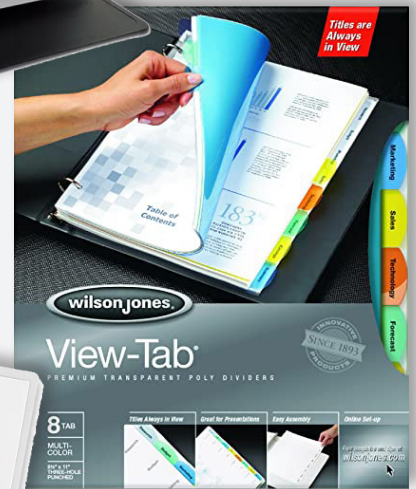
For HeatSeal Laminators, menu size 11½" x 17½", enhances colour and protects, semi-rigid and ultra-clear, 25/package.

[D] SAP-049043\$38.58/Pkg

ID Badge Thermal Laminating Pouches

For HeatSeal Laminators, ID badge size 2.6" x 3.9", (66mm x 99mm), 5 mil, semi-flex and ultra-clear, 100/box

[E] SAP-069759.....\$15.00/Box



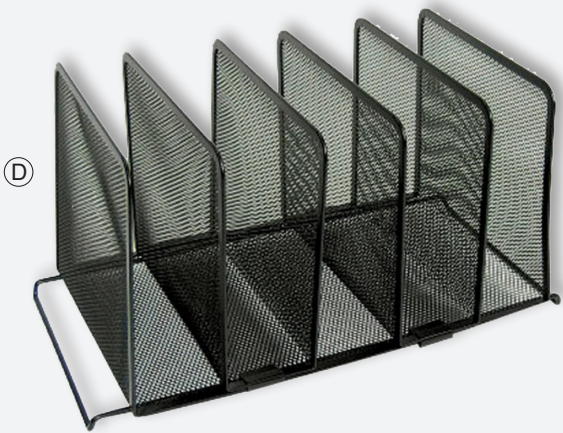


(A)

(B)



(C)



(D)

Filing and Sorting

Legal Hanging File Folders

Hanging file folders, heavyweight, black, mylar reinforced bottom with interior info pocket for disks and small papers, use with flexible or hard tabs, 25/box.

[A] SAP-063392\$39.11/Box

Document File Transfer Case

Legal size, heavy-duty board, walnut-grain finish, hinged lid, vinyl tape reinforced hinges, 4" front folding flap, 15.25"W x 10.5"H x 24"D.

[B] SAP-050834\$21.70/Each

Step File

Incline sorter, 8 sections with 7" incline, black, 14" x 14" x 13½", durable mesh, black.

[C] SAP-056101\$13.66/Each

Desk Sorter

Five sections, 14" x 8" x 6", durable mesh, black.

[D] SAP-056102\$21.67/Each

Writing Instruments

RSVP Ballpoint Pens

Ergonomic clear barrel, rubberized comfort grip, red ink, medium point, 12/box

[A] SAP-049097 \$15.78/Box

Rolling Ball Pens

Tungsten carbide ball, red ink, 0.5 mm, extra fine, 12/box. (Pilot no sub)

[B] SAP-053661 \$2.44/Each

Vision roller ball, permanent, blue, micro point, 0.5 mm, waterproof.

[C] SAP-030010..... \$2.68/Each

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.

[D] SAP-059732 \$23.98/Box

Lead Refills

Refills for mechanical pencils, 0.7 mm, 2H grade, 12 leads/tube.

SAP-030041 \$1.15/Tube

Wax Pencil

China marker, black

[E] SAP-030033..... \$1.09/Each

Overhead Transparency Markers

Permanent marker, Super Fine point.

Blue [F] SAP-057308 \$2.24/Each

Black [G] SAP-057310 \$2.24/Each

Red [H] SAP-057311 \$2.24/Each

Permanent Markers

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

Green [I] SAP-029950 \$1.76/Each

Blue [J] SAP-029952 \$1.76/Each

Plastic Tip Markers

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

[K] SAP-054514 \$10.18/Box

Erasable Highlighter

Thermo-sensitive ink disappears with friction using rubber tail plug, pink, chisel point

[L] SAP-066458..... \$1.68/Each

(A)



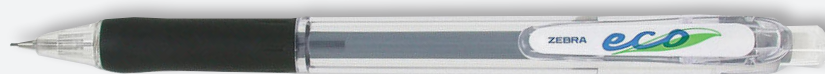
(B)



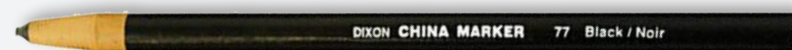
(C)



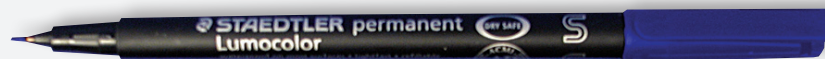
(D)



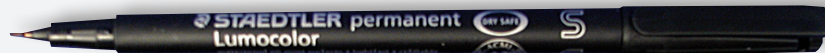
(E)



(F)



(G)



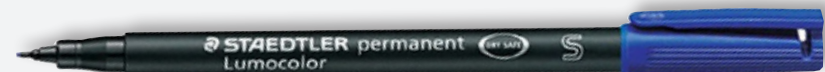
(H)



(I)



(J)

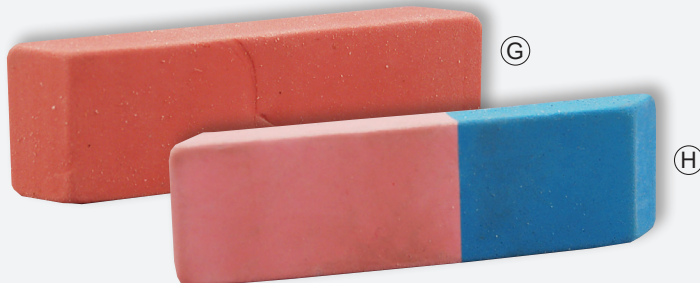
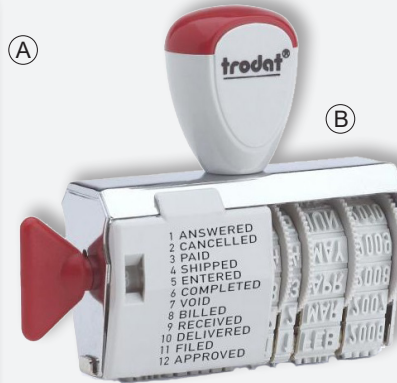


(K)



(L)





Writing Instruments

Sharpie Marker Pack

Fine tip, retractable, no cap - just click! Three pack of black, blue, red.

[A] SAP-054960\$7.13/Pkg

Stamps and Ink

Line Dater Stamp

Dial-a-phrase, 1/8" characters, sturdy metal housing, 12-year date band. Stamp words include answered, cancelled, paid, shipped, entered, completed, void, billed, received, delivered, filed, approved.

[B] SAP-054983 \$9.17/Each

Self-Inking Stamp

Lightweight, quick and easy self-inking design, "CONFIDENTIAL", blue ink.

[C] SAP-030148.....\$11.22/Each

Replacement Ink Pads

Black ink, replacement for self-inking stamp

[D] SAP-030154..... \$6.82/Each

Stamp Pad Ink

Suitable for all types of re-inkable stamp pads, 28 ml bottle.

[E] Blue SAP-069580..... \$3.90/Each

[F] Red SAP-070010..... \$3.90/Each

Erasers

Pink Pearl Eraser

Soft pink rubber, beveled ends, large size.

[G] SAP-030245 \$0.56/Each

Ink & Pencil Eraser

"Pink & Ink" eraser, beveled ends, dual rubber compound, 12/box.

[H] SAP-030237 \$0.72/Each

Mailroom

#9 Window Envelopes

White, window, 3 7/8" x 8 7/8", no logo, grey deco inside, open side, 500/box.

[A] SAP-065671\$23.14/Box

Natural Kraft Envelopes

Made from 100% post-consumer waste, open end, gummed flap, 100/pkg, FSC certified.

No. 5 – 7 1/2" x 10 1/2"

[B] SAP-029684\$10.63/Package

No. 12 – 12" x 16"

SAP-029689\$30.08/Package

Bubble Mailing Envelopes

Bubbled vinyl lining, self-adhesive pressure sensitive closure, outer dimensions 9 1/2" x 11 1/2", usable inside space 8 3/4" x 11", 50% post-consumer content, unbleached, natural kraft outer skin.

[C] SAP-030776..... \$0.80/Each

Polyethylene Bubble Envelope Mailers

Bubble lining, outer skin 100% polyethylene, self-seal closure, size #1, outer dimensions 7 1/4" x 12", inside usable space 7" x 11", water resistant.

[D] SAP-057941 \$0.58/Each

Polyethylene Mailers

White polyethylene mail bags, approx 12" x 15 1/2", open end, 2.5 mil.

[E] SAP-071352..... \$0.18/Each

Coin Envelopes

#6 envelopes, 3 1/2" x 6 1/8", recycled natural kraft, 24 lb, open end, gummed flap, 100/package.

[F] SAP-054544\$8.84/Pkg

*Volume discount for 10 or more packages.....\$7.83/Pkg

Transparent Envelopes

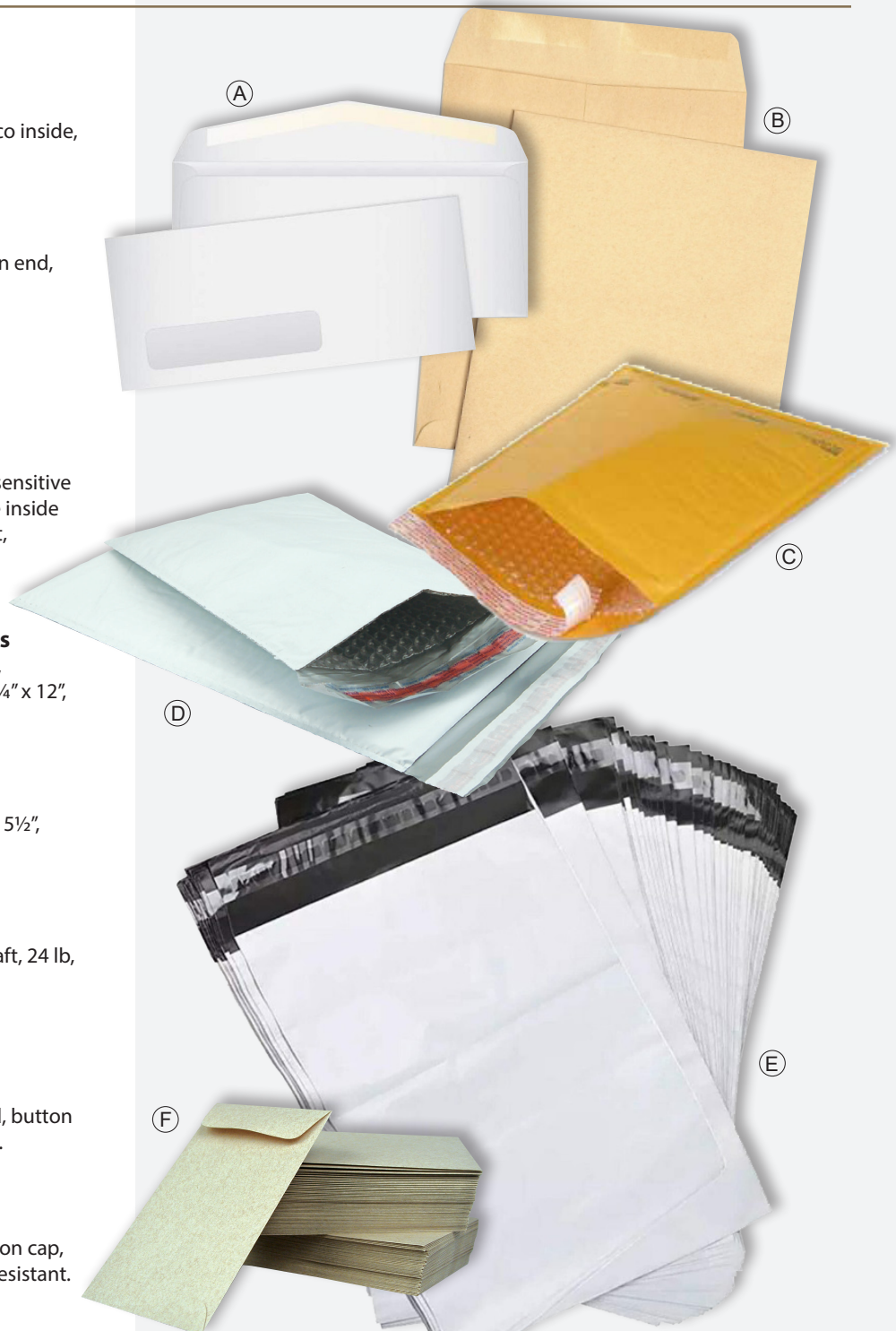
Legal size 8 1/2" x 14", polypropylene, side load, button and string closure, expandable, 1 1/4" capacity.

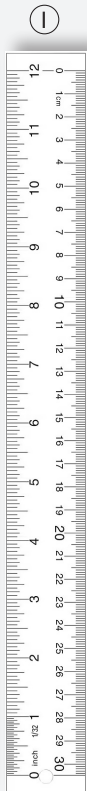
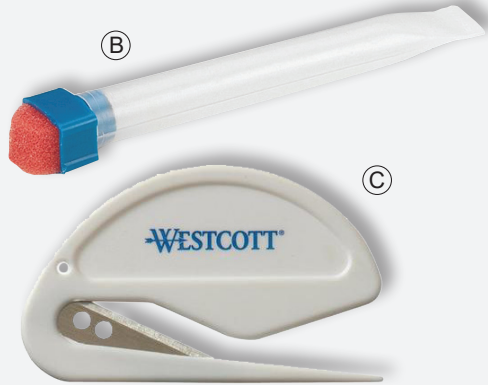
[G] SAP-045387 \$1.88/Each

Heavy Duty Mail Tubes

Extra durable for valuable documents. Slide-on cap, cardboard metal ended, extendable, water-resistant. 24 1/2" length x 3" diameter

[H] SAP-030742 \$6.34/Each





Mailroom

Envelope Moistener Bottle

Squeeze bottle, cup style, large capacity, no leakage, plastic, screw top with sponge applicator.

[A] SAP-030360 \$1.03/Each

Envelope Moistener Tube

Plastic tube style, water well with sponge tip applicator.

[B] SAP-030358 \$0.82/Each

Letter Opener

Pocket size "Zip" style round letter opener, plastic with protected razor blade, clean cutting edge.

[C] SAP-040643 \$1.91/Each

Office Essentials

Electric Stapler

Optima Grip, automatic/manual selector, 20 sheet capacity, plug-in or battery operated, effortless and quiet, jam free.

[D] SAP-070861 \$55.86/Each

Staples

Standard staples, 1/4" length, for standard staplers, 5000/box.

[E] SAP-030319 \$2.56/Box

Heavy duty staples, chisel point, 1/4" length, fits all standard heavy duty staplers, 1000/box.

[F] SAP-030322 \$5.89/Box

Rulers

Stainless steel, 18 inches / 45 cm

[G] SAP-030123 \$8.72/Each

Stainless steel, 12 inches / 30 cm

[H] SAP-030124 \$6.28/Each

Flexible acrylic, 12 inches / 30 cm

[I] SAP-045356 \$1.91/Each

Wood, 12 inches / 30 cm

[J] SAP-030121 \$2.32/Each

Office Equipment Extension Cord

4.5 meters, 3 outlets, right-angled plug

[K] SAP-072563 \$13.76/Each

Office Essentials

Post-it Notes, Greener Notes

Assorted pastel colours, made with 67% plant-based adhesive and recycled material, press-on and remove without marking, unlined, 100 sheets/pad.

3" x 5", 5 pads/package

[A] SAP-063384\$15.27/Package

3" x 3", 12 pads/package

[B] SAP-063383\$27.00/Package

Post-it Notes

Yellow, self-stick notes, 1½" x 2", 100 sheets/pad, 12 pads/package, use for messages, telephone numbers and to-do items,

[C] SAP-049944.....\$9.74/Package

Post-it Mini Tape Flags

Four detachable dispensers containing 35 flags each of blue, yellow, pink and purple, ½" x 1.7".

[D] SAP-046034\$6.93/Package

Phone Message Book

Duplicate copy, carbonless, side coil, 11" L x 5½" W, 400 duplicate message slips, 4 message slips/page.

[E] SAP-029856.....\$13.86/Each

Butterfly Style Paper Clips

Heavy-duty metal clip style.

No. 1 - 2¼" H x 1¾" W, 12/package

[F] SAP-030267\$2.16/Pkg

No. 2 - 1¼" H x 1½" W, 50/package

[G] SAP-030268\$3.14/Pkg

Gold Seals

Metallic gold foil certificate seals, permanent, imprintable, self-adhesive, pressure sensitive, 1.75" diameter, 25 seals/sheet, 200/package.

[H] SAP-072243\$15.46/Pkg

Calendar Pad Stand

Black plastic base, 8¼" x 7¼", metal arches hold 6" x 3½" side-punched calendar pad refill (SAP-030367)

[I] SAP-030370\$6.97/Each





Mats

Clear Plexiglass Chair Mat

Rounded corners, tongue, recommended for use with hard surface casters only.

47½" wide x 60" length (including tongue)

[A] SAP-000355 \$152.46/Each

Containers

Recycling Basket

Blue, 14¼" wide x 10½" deep x 15" high, 28 quart capacity.

[B] SAP-052267 \$10.31/Each

Recycling Basket

Mini waste/garbage bin, black, plastic.

[C] SAP-052268 \$6.75/Each

Air Filter

Air Cleaning Filter

Replacement filter, fits model series OAC150 (Office Air Cleaner), 14½" x 11" x 1¼", lasts up to three months.

[D] SAP-051653 \$44.43/Each





7-1715 St. James Street, Winnipeg MB R3H 1H3

Materials Distribution Agency (MDA). An Agency of the Manitoba Government.

mda@gov.mb.ca