



MTA-NSW STATIONERY PRICE LIST

Prices to June 30 2011



Order your MTA Stationery ONLINE!

- 1. create an account**
- 2. enjoy the convenience**
- 3. easy payment choices available**
- 4. see images & descriptions of documents and items**

**Members must login to the members section to take advantage of reduced prices*

Become a Member and enjoy the savings!

www.mtansw.com.au



MTA NSW is the oldest motor industry association and was established in 1910. The association will be turned 100 in 2010. No organisation exists for that length of time without providing its customers extraordinary service.

You are invited to join the association and these benefits:

*100 years of lobbying the government - fighting for the industry,
100 years of vigorously protecting business owner's rights,
100 years of experts in the field,
100 years of supporting the industry, and
100 years of great times and fond memories.*

From its humble beginnings, MTA represents owners and business principals in the automotive industry throughout NSW. MTA has achieved a reputation as being the voice of the retail motor industry. With more than 5,000 members and affiliates it has strived to create a motor industry that is tailored to you.... Our Members.

The MTA logo is a sign of a company being protected by 100 years of experience. It is a symbol which tells the public that the organisation that they are dealing with is reputable, professional and more importantly trustworthy. Some of the services provided by MTA are listed below, with a full list available on the website.

MTA membership brings a raft of benefits to business operators in the motor industry.



MTA is a specialised motor industry association which represents the industry at State and Federal Government Level.



Discount Credit Card Merchant Fees with - Commonwealth Bank Credit Card Facility.



Free Occupational Health and Safety and Workers Compensation advice.



Free advice on all employment related issues.



Motor Industry Specific Stationery.



"Find a Member" – A list of where to find MTA members listed on the MTA website area accessed by the public.



Motor Traders Association Training Department-

- Comprehensive range of short courses
- Occupational Health and Safety,
- Vehicle Sales,
- Industrial Relations and
- Professional Development that is automotive focused.



MTA Apprenticeships Plus (MTAAP) - MTAAP has been established to help members in the recruitment of APPRENTICES and TRAINEES. When you use MTA Apprentices Plus you have all the benefits of having an apprentice but none of the risk.



Take advantage of our easy to use online shop!

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Alternatively, orders can be placed by fax on (02) 9211 3681 or by email at stationery@mtansw.com.au.



OFFICE ADMINISTRATION			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
101	Clerks Private Award 2010	1	\$20.00	\$26.00
208	Courtesy Car Agreement Forms (In pads of 50 in Duplicate) <i>Protect yourself against damage and traffic infringements. Form to be signed by the customer adhering to a number of conditions.</i>	1	\$22.00	\$27.00
119	Employee Pay Slip Record Book (In books of 50 in duplicate) <i>Provide a written payslip for your employees. Contains all fields necessary including overtime, allowances and super contributions.</i>	1	\$22.00	\$27.00
102	Vehicle Manufacturing, Repairs Services & Retail Award 2010	1	\$20.00	\$45.00
114	Invoice Books (50 sets in duplicate) <i>Perfect for repairers. Includes field for insurance claim if applicable.</i>	1	\$21.00	\$26.00
110	Employee Daily Time Cards (In boxes of 1000 ONLY) <i>Keep track of labour and job costs for your business!</i>	1	\$75.00	\$80.00
209	Motor Vehicle Log Book <i>A5 size perfect for storing in the glove box.</i>	1	\$5.00	\$10.00
116	Purchase Order Book (100 sets in duplicate) <i>Provide purchase order numbers for all invoices and keep track of stock purchased.</i>	1	\$18.00	\$23.00
201	Quotation Books (50 sets 3 Leaf Including Job Card Plain) <i>Protect yourself! Have the customer sign to authorise repairs</i>	1	\$25.50	\$30.50
203	Quotation Books (100 Sets of 2 Leaf, No Job Card)	1	\$27.50	\$32.50
206	Record Use of Traders' Plates Register <i>Keeps a record of the use of your Trade Plate (records what is required by RTA). Record name & address, Trade Plate number & time in/out.</i>	1	\$17.00	\$22.00
106	Staff Personnel Record Cards (In packs of 25) <i>Keep record of individual staff details on these easy to use double-sided cards. Keep track of sick leave and other absences. Perfect for filing.</i>	1	\$12.00	\$17.00
117	Tax Invoice Book (50 sets in triplicate) <i>Contains a customer, dealer and book copy. Simple and easy to use format. This book is quite often used by dealers to replace the old Form 7.</i>	1	\$26.00	\$31.00
104	Time and Wages Book (In pads of 40) <i>Keep record of employee commencement and finishing time, superannuation details, annual/sick leave and much more. Should a dispute arise, the employer who has detailed records is in a strong position.</i>	1	\$18.00	\$24.00
207	Vehicle Use Register Book <i>Ideal for dealerships. Document customer test drives and record all vehicle use.</i>	1	\$20.00	\$25.00

ecobutton™
one small click, one big change



Plug in, click & start saving

- Your personal computer can waste a lot of energy when left idle.
- The ecobutton illuminates as a reminder for you to press it, activating the most economical sleep mode available.
- When you return to your computer you will INSTANTLY continue where you left off!
- Savings in both electricity costs and carbon footprint are displayed on your screen.
- By changing your behaviour you will use LESS energy and REDUCE your carbon footprint.



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WORKSHOP ITEMS			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
204	A5 Size Job Cards (148x210) SMALL (In boxes of 1000 ONLY)	1	\$80.00	\$90.00
220	A4 Size Job Cards (297x210) LARGE (In boxes of 1000 ONLY)	1	\$110.00	\$120.00
219	Air Conditioning Labels (Must display authorisation BA number which is obtained from ARctick)	100	\$21.50	\$27.50
208	Courtesy Car Agreement Forms (In pads of 50 in Duplicate) <i>Protect yourself against damage and traffic infringements. Form to be signed by the customer adhering to a number of conditions.</i>	1	\$22.00	\$27.00
586	Floor Mats (In boxes of 1000 ONLY) <i>Don't leave dirty boot marks in your customers vehicles! Use these simple paper floor mats and save on expensive cleaning costs.</i>	1	\$190.00	\$200.00
205	Lube Service Invoice & Job Card – Carbonless, numbered in duplicate (1 Pack of 250)	1 pck	\$105.00	\$115.00
205	Lube Service Invoice & Job Card – Carbonless, numbered in duplicate (1 box of 1000)	4 pcks	\$305.00	\$315.00
230	Plastic Car Seat Covers (In rolls of 250) <i>Easy to use and store on roll with easy to tear perforation. Complete with MTA Logo.</i>	1	\$105.00	
231	NOT AVAILABLE Plastic Seat Cover Dispenser <i>Mount your seat covers to the wall and enjoy the convenience!</i>	1	\$45.00	\$51.00
201	Quotation Books (50 sets 3 Leaf Including Job Card Plain) <i>Protect yourself! Have the customer sign to authorise repairs.</i>	1	\$25.50	\$30.50
203	Quotation Books (100 Sets of 2 Leaf, No Job Card)	1	\$27.50	\$32.50
217	Tow Truck Record Book <i>Record details of date, place, time and rego number for individual accidents. Suitable for Body repair businesses.</i>	1	\$15.00	\$21.00
218	Tyre Rating Warning Label (In rolls of 500)	1	\$13.50	\$19.50
708	Workshop Disposable yellow pvc Key Tags (In packs of 1000) <i>Perfect for busy dealerships or repair workshops. Ideal size to write registration numbers, vehicle make and model.</i>	1	\$44.00	\$49.00
604	Printer Ribbons (VIPACC Brake Meter Consumables)	1	\$13.00	\$17.00
604A	Two Pack: 2 printer ribbons & 6 paper rolls (VIPACC Brake Meter Consumables)	2 Pack	\$26.00	\$36.00
604B	Four Pack: 4 printer ribbons & 12 paper rolls (VIPACC Brake Meter Consumables)	4 Pack	\$43.00	\$53.00
605	Paper Rolls (VIPACC Brake Meter Consumables)	1	\$1.50	\$3.00



Check out our new LPG sign!

Ask Here For LPG Sign
Made of hard plastic material
600 mm x 400 mm

ONLY \$40.00! (Member price)



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MOTOR CAR TRADERS, MOTORCYCLE & AUTO DISMANTLERS			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
401	Form 1 - Dealer Register for Consigned Vehicles (Total: 100 pgs)	1	\$19.00	\$24.00
402	Form 2 – Dealer’s & Wholesaler’s Register – Record of Used Demonstrator Motor Vehicles (Total: 100 pgs)	1	\$20.00	\$25.00
403	Form 2A - Auto Dismantler Register	1	\$19.00	\$24.00
404	Form 2B - Prescribed Parts Register	1	\$19.00	\$24.00
405	Form 3 - Dealers’ Notice - Motor Cycle (In pads of 50 in Triplicate) FOR MOTORCYCLE DEALERS	1	\$37.00	\$42.00
406	Form 4 - Dealers’ Notice - Warranty provided (In pads of 50 in Quadruple)	1	\$25.00	\$30.00
407	Form 5 - Dealers’ Notice For Listing Motor Cycle Defects (In pads of 50 in Triplicate) FOR MOTORCYCLE DEALERS	1	\$28.00	\$34.00
408	Form 6 - Dealers’ Notice For Listing Vehicle Defects (In pads of 50 in Triplicate)	1	\$28.00	\$34.00
411	Form 8 - Dealers’ Notice – For Vehicles Sold Without Warranty (In pads of 50 in Quadruple)	1	\$25.00	\$30.00
412	Form 10 - ‘Not For Sale’ - Compulsory (In packs of 25)	1	\$12.00	\$17.00
415	Form 13 - Notice of Damage – New & Demonstrator Motor Vehicles (In pads of 25 in Duplicate)	1	\$20.00	\$25.00
423	Form 21 – Waiver of Right to Cooling Off Period (In pads of 50 in Triplicate)	1	\$29.00	\$34.00
456	Consignment Agreement (In pads of 25 in duplicate)	1	\$28.00	\$33.00
750	Exemption Authority Demonstrator Motor Vehicle (STAMP DUTY) (In pads of 25 in Duplicate)	1	\$16.00	\$23.00
209	Motor Vehicle Log Book <i>A5 size perfect for storing in the glove box</i>	1	\$5.00	\$10.00
455	Plastic Form Holder (In packs of 10) (WITH FORM 10 PRINTED ON THEM IN BLUE)	1 pck	\$55.00	N/A
206	Record Use of Traders’ Plates Register <i>Keeps a record of the use of your Trade Plate (records what is required by RTA). Record name & address, Trade Plate number & time in/out.</i>	1	\$17.00	\$22.00
462	Trade Plate Holder <i>This cover holds the licence plate only. Does not include the small pocket for the Registration papers. Comes with strap.</i>	1	\$30.00	\$35.00
207	Vehicle Use Register Book <i>Ideal for dealerships. Document customer test drives and record all vehicle use.</i>	1	\$20.00	\$25.00
208	Courtesy car agreement forms (In pads of 50 in duplicate) <i>Protect yourself against damage and traffic infringements. Form to be signed by the customer adhering to a number of conditions.</i>	1	\$20.00	\$25.00

CHECK OUT THE NEW RANGE OF SAFETY SIGNS

MAKE SURE YOU MEET YOUR OH&S OBLIGATIONS



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MOTOR TRADERS			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
457	Declaration Forms - Used Vehicles (In pads of 50 in duplicate)	1	\$21.50	\$27.50
441	Farm & Construction Machinery Sales Contracts (In packs of 100)	1 pck	\$75.00	\$85.00
441	Farm & Construction Machinery Sales Contracts (In boxes of 500)	5 pcks	\$285.00	N/A
452	New Vehicle Sales Contract (WITHOUT FORM 20) (In Packs of 100)	1 pck	\$80.00	\$90.00
452	New Vehicle Sales Contract (WITHOUT FORM 20) (In Box of 500 forms) (Containing 5 packs of 100 forms each)	5 pcks	\$290.00	N/A
452/2	New Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In Packs of 100)	1 pck	\$93.00	\$103.00
452/2	New Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In Box of 500 forms) (Containing 5 packs of 100 forms each)	5 pcks	\$355.00	N/A
452/2	New Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In 2 Boxes of 500 forms each) (Containing 10 packs of 100 forms each) TOTAL: 1000 CONTRACTS	10 pcks	\$702.00	N/A
451	Used Vehicle Sales Contract (WITHOUT FORM 20) (In Box of 500 forms) (Containing 5 packs of 100 forms each)	5 pcks	\$290.00	N/A
451	Used Vehicle Sales Contract (WITHOUT FORM 20) (In Packs of 100)	1 pck	\$80.00	\$90.00
451/2	Used Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In Packs of 100)	1 pck	\$93.00	\$103.00
451/2	Used Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In Box of 500 forms) (Containing 5 packs of 100 forms each)	5 pcks	\$355.00	N/A
451/2	Used Vehicle Sales Contract (Inc. Form 20 Cooling Off Period) (In 2 Boxes of 500 forms each) (Containing 10 packs of 100 forms each) TOTAL: 1000 CONTRACTS	10 pcks	\$702.00	N/A
150	Vehicle Appraisal Pads (In pads of 50 in triplicate)	1	\$22.00	\$27.00

MTA Recommend...

FLOOR MATS

- Keep your customer vehicles clean
- Save on expensive cleaning costs
- Personalise with your company info





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SIGNS			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
551	Ask Here for LPG Sign (SIZE: 450mm x 600mm)	1	\$40.00	\$45.00
643	All Enquiries to Reception Sign (SIZE: 450mm x 200mm) One size only in Metal.	1	\$23.00	\$28.00
613	Independent Repair Warranty Sign (Division Manager approval needed) (SIZE: 450mm x 600mm ONLY) Made of Plastic Material.	1	\$40.00	N/A
501	Licensed Dealer Sign & Numbers (SIZE: 600mm x 350mm ONLY) This sign is used for New cars, Used Cars, Auto Dismantlers, Motorcycle, Caravan & Farm Machinery Dealers to display your DFT Licence number. Sign is made of plastic material.	1	\$60.00	\$70.00
550	MTA Authorised Member Sign (SIZE: 600mm X 450mm ONLY) Made of Plastic Material.	1	\$45.00	N/A
505	OFT LICENCED REPAIRER SIGN Motor Mechanic/Panel Beater/Painter-Tradesman/ Air Conditioning/Front End Specialist/Motorcycle Mechanic/ Brake Mechanic/Transmission Specialist/Radiator Repairer/ LPG Mechanic/Natural Gas Mechanic/Body Maker/ Automotive Electrician/Exhaust Repairer/Parts Reconstructors (SIZE: 900mm x 450mm ONLY) <div style="display: flex; justify-content: space-around; border: 1px solid black; padding: 5px;"> <div style="width: 40%; text-align: center;"> <p>Classification</p> </div> <div style="width: 40%; text-align: center;"> <p>Licence No:</p> </div> </div> <p>Any additional signs required for other classifications attach details and include with cheque. Panel Beater/Painter Tradesman only sign supplied as dual classification. Classification & Number labels are included with sign. Sign is made of plastic material ONLY.</p>	1	\$60.00	\$70.00
609	No Admittance to Workshop Sign (SIZE: 600mm x 300mm ONLY) Made of Plastic Material.	1	\$35.00	\$38.00
509	RTA Vehicle Safety Check Sign (ORANGE) (SIZE: 450mm x 600mm) One size only in Plastic.	1	\$40.00	\$46.00
510	RTA AUVIS Sign (BLUE) (SIZE: 450mm x 300mm) One size only in Plastic.	1	\$40.00	\$46.00
512	RTA E-Safety Check Sign (For Online Registration) (YELLOW & BLUE) (SIZE: 450mm x 600mm) One size only in Metal.	1	\$45.00	\$55.00
515	RTA Heavy Vehicle Sign (YELLOW) (SIZE: 450mm x 600mm) One size only in Plastic.	1	\$45.00	\$55.00
639	Safety Sign - Beware of Vehicles (SIZE: 300mm x 450mm) One size only in Metal.	1	\$26.00	\$32.00
633	Safety Sign - Clothing Protection (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00



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SIGNS			MEMBER	NON MEMBER
Code	Description	Unit	Price inc GST	
635	Safety Sign - Danger Watch Your Step (SIZE: 600mm x 450mm) One size only in Metal.	1	\$33.00	\$38.00
636	Safety Sign - Danger Restricted Area (SIZE: 600mm x 450mm) One size only in Metal.	1	\$33.00	\$38.00
631	Safety Sign - Eye Protection (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00
634	Safety Sign - Forklift Operating Area (SIZE: 600mm x 450mm) One size only in Metal.	1	\$33.00	\$38.00
630	Safety Sign - Hearing Protection (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00
632	Safety Sign - Mask Protection (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00
640	Safety Sign - No Smoking (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00
641	Safety Sign - Prevent Back Injury (SIZE: 450mm x 600mm) One size only in Metal.	1	\$33.00	\$38.00
644	Slippery Surface Stand (SIZE: 300mm x 500mm)	1	\$42.00	\$47.00
642	Staff Only Sign (SIZE: 450mm x 200mm) One size only in Metal.	1	\$23.00	\$28.00

Recommended workplace safety signage at very **SPECIAL MEMBER ONLY RATES!**



Protective Clothing Sign

ONLY \$33.00
Members only



Beware of Vehicles Sign

ONLY \$26.00
Members only



Protective Clothing Sign

ONLY \$33.00
Members only



Prevention Lift Sign

ONLY \$33.00
Members only



2011 ORDER FORM

PRICES ARE VALID UNTIL 30 JUNE 2011

ITEM CODE	DESCRIPTION	QTY	PRICE including GST
PLEASE ADD \$11.00 IF ORDER VALUE IS LESS THAN \$50			\$11.00
TOTAL including GST			\$

MEMBER NON-MEMBER Membership No: _____ Date: _____

TRADING NAME: _____

ADDRESS: _____

SUBURB/TOWN: _____ STATE: _____ POSTCODE: _____

CONTACT: _____ PHONE: _____ FAX: _____

Total Amount Payable: \$ **Purchase Order No:**

METHOD OF PAYMENT

- EFT BSB: 012-140 ACCOUNT: 8333 70639. ANZ (DIRECT DEPOSIT)
(PLEASE FAX OR EMAIL YOUR EFT CONFIRMATION OF PAYMENT)
- Cheque/Money Order (Please make cheque/money order out to MTA NSW)
Or please charge to my:
- MTA Credit Account. Credit Account No: CA _____
- Mastercard Visa Amex Capricorn (Fill in Capricorn Account number below)

Expiry Date: _____ Cardholder's name: _____

Photocopy this order form and mail to MTA Stationery, Locked Bag 5012, Darlinghurst NSW 2010
 Or if paying by credit card please Fax or Email your order with your details on Fax: (02) 9211 3681
 Email: stationery@mtansw.com.au or Phone: (02) 9213 4202. If producing a Purchase Order
 number, please Fax or Email your confirmation with a signed Authorisation.