

Office Supply List

A master list of office supplies should include most, if not all of the items listed below

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| <input type="checkbox"/> Letter opener | <input type="checkbox"/> Charges and designated charging area for cell phones, earpieces, PDA, etc |
| <input type="checkbox"/> Magnets | <input type="checkbox"/> Computer DVDs and CDs, Jewel cases and sleeves |
| <input type="checkbox"/> Markers (sharpies) | <input type="checkbox"/> Labeler and Label cartridges |
| <input type="checkbox"/> Paper clips | <input type="checkbox"/> Software |
| <input type="checkbox"/> Pencils, Pens sharpener | <input type="checkbox"/> Shredder |
| <input type="checkbox"/> Push Pins, Thumbtacks | <input type="checkbox"/> Wipes for cleaning computer screen |
| <input type="checkbox"/> Rubber bands | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Ruler, tape measure | <input type="checkbox"/> Binders, sheet protectors |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Printer paper |
| <input type="checkbox"/> Three hole punch | <input type="checkbox"/> Custom stationary |
| <input type="checkbox"/> Clips, fasteners | <input type="checkbox"/> Business cards |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Presentation folders |
| <input type="checkbox"/> Tape – transparent, shipping | <input type="checkbox"/> Envelopes (various sizes) and protective mailers |
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Notepads, (legal, letter, message) |
| <input type="checkbox"/> Clock | <input type="checkbox"/> Mailing Labels |
| <input type="checkbox"/> Boards & easels | <input type="checkbox"/> Post-it Notes |
| <input type="checkbox"/> Calendar – Planners | <input type="checkbox"/> Notepads, (legal, letter, message) |
| <input type="checkbox"/> Corkboard, White board | <input type="checkbox"/> Stamps |
| <input type="checkbox"/> Telephone directories | <input type="checkbox"/> Custom stamps |
| <input type="checkbox"/> Manila folders | <input type="checkbox"/> Correction fluid and/or tape |
| <input type="checkbox"/> Hanging folders | <input type="checkbox"/> Invoices |
| <input type="checkbox"/> Bookends | |
| <input type="checkbox"/> Blotter or protector for Desktop | |
| <input type="checkbox"/> Digital postage scale | |