OFFICE SUPPLY CHECKLIST

Going shopping for office supplies? Use this handy checklist. You can also use it to reorder office supplies or take inventory.

Paper
- Printer paper
- Three-hole punched paper
- Graph paper
- Tracing paper
- Carbon paper
- Color card stock
- Heavy-duty card stock
- Wrapping paper
- Greeting cards and envelopes
- Business cards
- Letterhead

Filing Cabinet
- Manila folders
- Hanging folders
- Folder tabs

Small Office Supplies
- Stapler
- Staples
- Stapler remover
- Scissors
- Box cutter
- Paperclips (small, medium, large)
- Binder clips (small, medium, large)
- Clear cellophane tape dispenser
- Clear cellophane tape
- Masking tape
- Packing tape
- Duct tape
- Sticky notes (small, medium, large)
- Bookmark sticky flags (small, medium, large)
- Bookmarks
- White glue
- Rubber cement
- Tacky wall mount gum
- Hanging hooks
- Magnifying glass

Envelopes and Boxes
- #10 regular envelopes (4 1/8 x 9 1/2 inches)
- Legal envelopes
- Padded legal envelope mailers
- Postage stamps
- Envelope sealer
- Packaging bubble
- Cardboard boxes (small, medium, large)

Notebooks and Notepads
- Composition notebooks
- Spiral-bound notebooks
- Legal pads

Writing Implements
- Pencils
- Pencil sharpener
- Mechanical pencils
- Mechanical pencil lead refills
- Erasers

Binder Items
- Binders
- Binder tabs
- Binder pockets
- Clear binder document holders
- Single or three-hole puncher
□ Pens
□ Black all-purpose markers
□ Highlighters
□ Rubber stamps
□ Ink pad
□ Correction fluid
□ Dry/Wet erase board
□ Dry/Wet erase markers
□ Dry/Wet erase spray
□ Ruler
□ Protractor
□ Compass
□ T-square

Office Storage
□ Bookends
□ Paperweight
□ Magazine holders
□ Bulletin board
□ Pushpins
□ Letter opener
□ Pen holder
□ In/Out box
□ Document sorter/holder
□ Supply trays and containers

Electrical Items
□ Computer and monitor
□ Keyboard
□ Mouse
□ Printer
□ Toner or print cartridges
□ Telephone
□ Speakerphone
□ Headset
□ Postage meter
□ Projection device
□ Photocopier
□ Digital camera
□ Lamps
□ Label maker
□ Laminating machine
□ Scanner
□ Fax machine
□ Shredder
□ Extension cords
□ Surge protectors

Miscellaneous
□ First-aid kit
□ Flashlight
□ Fire extinguisher
□ Disinfectant wipes
□ Window cleaner
□ Paper toweling
□ Broom
□ Dustpan
□ Vacuum cleaner
□ Garbage bags
□ Twine
□ Batteries
□ Shredder oil
□ Computer screen and keyboard cleaner
□ Pressured air (to clean keyboard)

Furniture
□ Desk
□ Chairs
□ Filing cabinets
□ Tables
□ Bookcases
□ Shelves
□ Safe
□ Waste basket
□ Recycling bin

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