

Office Supply Check List

Make careful choices in buying the things that will help you be a better professional.

Keep expenses to a minimum:

- Every dollar you spend on stuff is a dollar less you'll make in profit.
- Free can often be as good as "premium" or "paid".
- Second hand isn't always bad especially for low tech items.

Desk Supplies

- Pens
- Pencils
- Markers
- Highlighters
- Paper clips
- Binder clips
- Tape
- Rubber bands
- Erasers
- Deposit Stamp
- Scissors
- Ruler

Paper Products

- Notebook / writing pad
- Post-it® notes
- Laser printer paper
- Graph paper
- Colored paper

Filing supplies

- Manila file folders
- Hanging file folders
- Pocket folders
- File labels
- Index dividers
- Tabs

Stationery / Mailing Supplies

- Letter envelopes
- Catalog envelopes
- Padded envelopes
- Cardboard boxes
- Shipping labels
- Letter opener

Computer/Printer Supplies

- Toner cartridges
- USB Key/Thumb Drives

Time Tracking Supplies

- Calendar
- Refills for planner
- Scheduling boards
- To-do lists

Binding Supplies

- Staples / Stapler / Staple Remover
- Fasteners
- Glue
- Glue Sticks
- Binders
- Hole puncher

Supplies for Hanging

- Pushpins
- Thumbtacks
- Map pins