

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

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

Binder Items

- Binders
- Binder tabs
- Binder pockets
- Clear binder document holders
- Single or three-hole puncher

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

Writing Implements

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

- 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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