

Checklist for Office Supplies

Opening up a new workspace? Here's a basic rundown of everything you'll need.



Furniture

- Desks
- Rolling desk chairs
- Conference table & chairs
- Trash cans
- Rolling drawers

Computers & Computer Misc.

- Laptop or desktop computers
 - Printer / scanner
 - Printer ink / toner
 - Blank printing paper
 - Fax machine
 - USB drive
 - Backup hard drives
 - Cable cord organizer
 - Office landline phones
 - Security system (if necessary)
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Time clock or sign-in device to monitor working hours

Desk Supplies

Notepad & pen/pencil organizer

Sticky notes

Pens / pencils

Tape

Scissors

Paper clips

Stapler, staples, staple remover

Hole punch

Highlighters

White out

General Office Organization

Wall calendar

Dry erase board, markers, eraser

Bulletin board

Thumbtacks & pins

Filing cabinets

Index dividers

Ring binders

Adhesive labels & label maker

Office Kitchen

Water cooler

Refrigerator

Microwave

Plates & bowls

Utensils

Cups & mugs

Coffee pot or electric kettle

- Instant coffee or filtered coffee
- Teas
- Napkins
- Dishsoap
- Drying rack for washed dishes
- Dish towels
- Sugar or sugar substitutes
- Non-dairy creamer
- Salt & pepper

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