

The Ultimate Office Supply Checklist

Whether you're restocking your office, or need a shopping list for a new one, this office supply checklist has got you covered! Be sure to check out the end of the post for a roundup of some of my favorite office supply products.



Paper

- | | |
|---|---|
| <input type="checkbox"/> Printer paper | <input type="checkbox"/> Three-hole punched paper |
| <input type="checkbox"/> Graph paper | <input type="checkbox"/> Tracing paper |
| <input type="checkbox"/> Carbon paper | <input type="checkbox"/> Color card stock |
| <input type="checkbox"/> Heavy-duty card stock | <input type="checkbox"/> Wrapping paper |
| <input type="checkbox"/> Greeting cards and envelopes | <input type="checkbox"/> Business cards |
| <input type="checkbox"/> Letterhead | |

Envelopes and Boxes

- | | |
|---|---|
| <input type="checkbox"/> #10 regular envelopes (4 1/8 x 9 1/2 inches) | <input type="checkbox"/> Legal envelopes |
| <input type="checkbox"/> Padded legal envelope mailers | <input type="checkbox"/> Postage stamps |
| <input type="checkbox"/> Envelope sealer | <input type="checkbox"/> Packaging bubble |
| <input type="checkbox"/> Cardboard boxes (small, medium, large) | |

Notebooks and Notepads

- | | |
|--|---|
| <input type="checkbox"/> Composition notebooks | <input type="checkbox"/> Spiral-bound notebooks |
|--|---|

☐ Legal pads

☐ Steno pads

Binder Items

☐ Binders

☐ Binder tabs

☐ Binder pockets

☐ Clear binder document holders

☐ Hole puncher

☐ 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

☐ 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

☐ Hand sanitizer

☐ Window cleaner

☐ Paper toweling

☐ Facial tissues

☐ Broom

☐ Dustpan

☐ Vacuum cleaner

☐ Garbage bags

☐ Twine

☐ Batteries

☐ Shredder oil

☐ Computer screen and keyboard cleaner

☐ Pressured air (to clean keyboard)

☐ "Open/Close" sign to hang on exterior door

Furniture

☐ Desk

☐ Filing cabinets

☐ Bookcases

☐ Safe

☐ Recycling bin

☐ Chairs

☐ Tables

☐ Shelves

☐ Waste basket

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