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

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

Envelopes and Boxes

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

Notebooks and Notepads

- [ ] Composition notebooks
- [ ] 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
- [ ] Magazine holders
- [ ] Pushpins
- [ ] Letter opener
- [ ] In/Out box
- [ ] Supply trays and containers
- [ ] Paperweight
- [ ] Bulletin board
- [ ] Letter opener
- [ ] Pen holder
- [ ] Document sorter/holder

Electrical Items

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

Miscellaneous

- [ ] First-aid kit
- [ ] Fire extinguisher
- [ ] Hand sanitizer
- [ ] Paper toweling
- [ ] Broom
- [ ] Vacuum cleaner
- [ ] Twine
- [ ] Shredder oil
- [ ] Pressured air (to clean keyboard)
- [ ] Flashlight
- [ ] Disinfectant wipes
- [ ] Window cleaner
- [ ] Facial tissues
- [ ] Dustpan
- [ ] Garbage bags
- [ ] Batteries
- [ ] Computer screen and keyboard cleaner
- [ ] “Open/Close” sign to hang on exterior door

Furniture

- [ ] Desk
- [ ] Chairs
- [ ] Filing cabinets
- [ ] Tables
- [ ] Bookcases
- [ ] Shelves
- [ ] Safe
- [ ] Waste basket
- [ ] Recycling bin

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