

# 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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