General List of Office Supplies Needed for a New Business

Stocking your new business with office supplies might seem like a no-brainer task until you begin to add up every little, big and legally mandatory item you'll need. A well-stocked office not only helps your team operate efficiently but creates a professional atmosphere that can boost your clientele's confidence in your company.



In Case of Emergency

- [ ] Adhesive bandages
- [ ] Gauze pads
- [ ] Adhesive tape
- [ ] Scissors
- [ ] Tweezers
- [ ] Latex gloves
- [ ] Wound-cleaning towelettes
- [ ] Elastic wraps
- [ ] Roller bandage
- [ ] Blanket

Supplies for Office Equipment

- [ ] Toner cartridges or printer ink

- [ ] Spare computer mouse
- [ ] Spare monitor
- [ ] Spare keyboard
- [ ] Mousepads
- [ ] Monitor-mounting arms
- [ ] Blank CDs and DVDs
- [ ] USBs, adapters and hubs
- [ ] Screen wipes

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