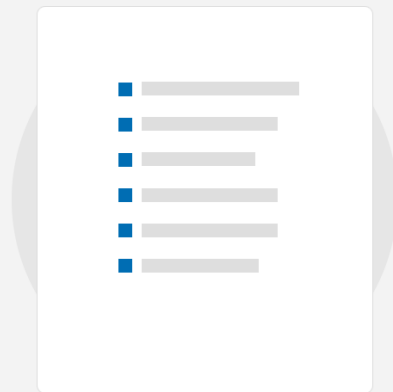


General List of Office Supplies Needed for a New Business

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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