

The Ultimate Office Supplies Checklist: Essentials for Every Workspace



CREATING AN OFFICE THAT WORKS

Office Basics

- WRITING UTENSILS** PENS, PENCILS, ERASERS, HIGHLIGHTERS, AND MARKERS
- STATIONERY** NOTEPADS, LEGAL PADS, AND STICKY NOTES
- DOCUMENT ORGANIZATION** RING BINDERS, FILE FOLDERS, AND DIVIDERS
- PRINTING SUPPLIES** PRINTER PAPER, TONER, AND PRINTER INK CARTRIDGES
- FASTENING SUPPLIES** PAPER CLIPS, BINDER CLIPS, PUSH PINS, AND RUBBER BANDS
- DESK TOOLS** STAPLERS, HOLE PUNCHES, SCISSORS, AND TAPE DISPENSERS
- HYGIENE ESSENTIALS** CLEANING SUPPLIES, HAND SANITIZER, AND RESTROOM SUPPLIES

Office Equipment List

- OFFICE IMAGING & PRINTING** PRINTERS, COPIERS, AND SCANNERS
- ELECTRONIC STORAGE** HARD DRIVES, FLASH DRIVES, AND, IN CERTAIN CASES, SERVERS.
- OFFICE FURNITURE** OFFICE DESKS, DIVIDERS, FILE FOLDERS, AND DIVIDERS
- OFFICE MAINTENANCE** LABEL MAKERS, SHREDDERS, TRASH BINS, & SURGE PROTECTORS

Other Helpful Office Items

- MEETING ROOM MUST-HAVES** WHITEBOARDS, DRY ERASE MARKERS, AND BULLETIN BOARDS
- ORGANIZATION HELP** FILE CABINETS, SHELVING, AND DESK ORGANIZERS

Breakroom Necessities

- COFFEE MACHINE AND WATER COOLER**
- PAPER TOWELS, WET WIPES, & DISINFECTANT**
- SNACKS**
- BRANDED STAIN REMOVER PENS**
(THESE ARE A FAN FAVORITE IN OUR EXPERIENCE)

Office Perks

- STANDING DESKS AND ERGONOMIC CHAIRS**
- HIGH-QUALITY HEADPHONES OR EARBUDS**
- STRESS-RELIEF TOYS AND WELLNESS KITS**
- DIGITAL BUSINESS CARDS**

Don't Forget Your Remote Staff!

Home Office Basics

- DESK ORGANIZERS
- MOUSE & MOUSE PAD
- PLANNER
- NOTEPADS & POST-IT NOTES
- PENS & HIGHLIGHTERS
- HIGH-SPEED ROUTER
- SURGE PROTECTORS

Home Office Equipment/Perks

- LAPTOP OR DESKTOP COMPUTER
- EXTRA MONITORS
- NOISE-CANCELING HEADPHONES
- WEBCAM SECURITY COVERS
- A STIPEND FOR A DESK & DESK CHAIR

Add Your Own

-
-
-
-
-