

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

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