Office National

SBA Office National

ULTIMATE OFFICE STATIONERY CHECKLIST

WRITING INSTRUMENTS

- [ ] Ballpoint Pens
- [ ] Gel Pens
- [ ] Rollerball Pens
- [ ] Fountain Pens
- [ ] Mechanical Pencils
- [ ] Standard Pencils
- [ ] Highlighters
- [ ] Markers (Permanent, Whiteboard, etc.)
- [ ] Coloured Pencils
- [ ] Erasers

PAPER PRODUCTS

- [ ] Notebooks
- [ ] Sticky Notes
- [ ] Index Cards
- [ ] Printer Paper (A4, A3, etc.)
- [ ] Specialty Paper (Glossy, Cardstock, etc.)
- [ ] Envelopes (various sizes)
- [ ] File Folders
- [ ] Manilla Folders
- [ ] Binders
- [ ] Binder Dividers

DESK ORGANISATION

- [ ] Desk Trays
- [ ] Drawer Organisers
- [ ] Pen Holders
- [ ] Magazine Holders
- [ ] Document Holders
- [ ] Desk Calendars
- [ ] _____
- [ ] _____

FILING SUPPLIES

- [ ] File Cabinets
- [ ] Filing Boxes
- [ ] File Labels
- [ ] Expanding Files
- [ ] Binder Clips
- [ ] Paper Clips
- [ ] Rubber Bands
- [ ] _____

ADHESIVES & FASTENERS

- [ ] Tape Dispensers
- [ ] Transparent Tape
- [ ] Double-sided Tape
- [ ] Masking Tape
- [ ] Duct Tape
- [ ] Glue Sticks
- [ ] Liquid Glue
- [ ] Staplers
- [ ] Staples
- [ ] Staple Removers
- [ ] Push Pins
- [ ] Thumb Tacks

TECHNOLOGY SUPPLIES

- [ ] Printer Ink Cartridges
- [ ] Toner Cartridges
- [ ] USB Drives
- [ ] External Hard Drives
- [ ] Charging Cables
- [ ] Mouse Pads
- [ ] Keyboards
- [ ] Mouse
- [ ] Headphones
- [ ] Surge Protectors
- [ ] Batteries (various types)
- [ ] _____

OFFICE BASICS

- [ ] Scissors
- [ ] Rulers
- [ ] Hole Punchers
- [ ] Correction Fluid
- [ ] Correction Tape
- [ ] Whiteboard Markers
- [ ] Whiteboard Erasers
- [ ] Chalk

OFFICE FURNITURE

- [ ] Desks
- [ ] Chairs
- [ ] Filing Cabinets
- [ ] Shelving Units
- [ ] Bookcases
- [ ] Desk Lamps
- [ ] Floor Mats
- [ ] _____

MAILING & SHIPPING

- [ ] Packing Tape
- [ ] Bubble Wrap
- [ ] Shipping Labels
- [ ] Mailing Tubes
- [ ] Padded Envelopes
- [ ] Shipping Boxes
- [ ] Postage Stamps
- [ ] Label Makers

CLEANING & MAINTENANCE

- [ ] Screen Cleaners
- [ ] Keyboard Cleaners
- [ ] Desk Cleaners
- [ ] Trash Cans
- [ ] Recycling Bins
- [ ] Disinfectant Wipes
- [ ] _____
- [ ] _____

MISCELLANEOUS

- [ ] Calendars
- [ ] Planners
- [ ] Name Plates
- [ ] Clocks
- [ ] Bulletin Boards
- [ ] Cork Boards
- [ ] Whiteboards
- [ ] Pin Boards

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