Office Supply List

A master list of office supplies should include most, if not all of the items listed below:

- Letter opener
- Magnets
- Markers (sharpies)
- Paper clips
- Pencils, Pens sharpener
- Push Pins, Thumbtacks
- Rubber bands
- Ruler, tape measure
- Scissors
- Three hole punch
- Clips, fasteners
- Calculator
- Tape – transparent, shipping
- Batteries
- Clock
- Boards & easels
- Calendar – Planners
- Corkboard, White board
- Telephone directories
- Manila folders
- Hanging folders
- Bookends
- Blotter or protector for Desktop
- Digital postage scale
- Charges and designated charging area for cell phones, earpieces, PDA, etc
- Computer DVDs and CDs, Jewel cases and sleeves
- Labeler and Label cartridges
- Software
- Shredder
- Wipes for cleaning computer screen
- Telephone
- Binders, sheet protectors
- Printer paper
- Custom stationary
- Business cards
- Presentation folders
- Envelopes (various sizes) and protective mailers
- Notepads, (legal, letter, message)
- Mailing Labels
- Post-it Notes
- Notepads, (legal, letter, message)
- Stamps
- Custom stamps
- Correction fluid and/or tape
- Invoices