

Home Office Supplies List

Get More Information at www.home-storage-solutions-IOI.com/home-office-supplies.html

For Your Desktop & Desk Drawers

- Pens and pencils, plus erasers
- Highlighters
- Permanent markers (thick and thin, black)
- Scissors
- Paper clips (plus holder)
- Binder clips (various sizes)
- Stapler, plus staples
- Tape dispenser, plus extra rolls of tape
- Glue sticks
- Rubberbands
- Pencil sharpener
- 3 hole punch
- Calculator
- In/Out box for paperwork
- Desk drawer organizer to keep all these little supplies separated and organized

Paper & Stationery Supplies

- Envelopes (letter size, plus any additional sizes you normally use)
- Return address labels
- Stationery/thank you notes
- Stamps
- Sticky notes
- Notepads (loose or bound, your choice)
- Printer paper
- Printer ink/toner/cartridges
- Supplies for mailing packages (only if you do this frequently, such as bubble wrap and sealing tape)

Filing Supplies

- File cabinet or file box
- Manila file folders
- Hanging file folders, plus tabs
- Pocket or accordion file folders
- File labels
- 3 ring binders
- Index dividers

Calendar & Planning Supplies

- Calendar (desk or wall version)
- Planner
- [To do list](#)
- White board or bulletin board (plus appropriate supplies such as dry erase markers or thumbtacks)

Small List of Equipment

- Computer or laptop with Internet access and necessary software such as word processing, spreadsheets, etc.
- Printer
- Wireless router
- Power strip/surge protector
- External hard drive (or another backup system for digital files)
- Flash drive or other portable digital storage device
- Paper shredder
- Scanner (optional)
- Label maker (optional)