Moving Checklist.

Use this handy checklist for everything you need for an easier move.

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STAPLES Business Delivery

Moving Supplies		Technology	
	Corrugated boxes		Extension cords
	Packing tape — hot melt		Surge protectors
	Packing noodles		USB cables
	Antistatic Bubble Wrap®/ self-cling Bubble Wrap		Routers, wireless receivers Shredders
	Sharpie® markers		Scanners
	Labels		Zip drives
	Hand trucks and dollies		·
	Cleaning supplies	Ш	Breakroom appliances (refrigerators, microwaves, coffeemakers and more)
			oonoomaroro and morey
Fur	rniture	Cus	stom Print
Fur	Office furniture	Cus	,
Fur		Cus	stom Print
Fur	Office furniture (waiting room, breakroom,	Cus	stom Print Business cards/business card magnets
Fur	Office furniture (waiting room, breakroom, conference room, cubicles and more)	Cus	Stom Print Business cards/business card magnets Custom-printed letterhead/envelopes
Fur	Office furniture (waiting room, breakroom, conference room, cubicles and more) Chairs	Cus	Stom Print Business cards/business card magnets Custom-printed letterhead/envelopes Return address/shipping labels
Fur	Office furniture (waiting room, breakroom, conference room, cubicles and more) Chairs Chairmats	Cus	Business cards/business card magnets Custom-printed letterhead/envelopes Return address/shipping labels Custom business forms Custom stamps Promotional items with your new address
Fur	Office furniture (waiting room, breakroom, conference room, cubicles and more) Chairs Chairmats Desks	Cus	Business cards/business card magnets Custom-printed letterhead/envelopes Return address/shipping labels Custom business forms Custom stamps

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