

Company: _____

ADMINISTRATIVE SUPPLIES

	NEED?	QUANTITY
• phone message pads	_____	_____
• calendar and planner refills	_____	_____
• wipe off board	_____	_____
• wall calendar for planning projects	_____	_____
• to-do list tracker	_____	_____
• Rolodex or contact manager	_____	_____
• bulletin board with push pins	_____	_____

COMPUTER AND PRINTER SUPPLIES

	NEED?	QUANTITY
• toner and ink cartridges	_____	_____
• writable CD-Roms	_____	_____
• back-up tape or Zip / Jaz disks	_____	_____
• compressed air canister for cleaning	_____	_____
• cable organizers	_____	_____
• CD and disk rack or storage portfolio	_____	_____
• disk cleaning and repair kit	_____	_____

DESK SUPPLIES

	NEED?	QUANTITY
• pens and pencils	_____	_____
• markers and highlighters	_____	_____
• paper clips and binder clips	_____	_____
• tape and glue	_____	_____
• stapler, staple remover, and staples	_____	_____
• rubber bands	_____	_____
• erasers and white out	_____	_____
• stamp pads and ink for stamp pads	_____	_____
• scissors	_____	_____
• hole punch	_____	_____

FILING SUPPLIES

	NEED?	QUANTITY
• interior manila file folders	_____	_____
• hanging file folders	_____	_____
• adhesive file labels or labeling machine	_____	_____
• clear and colored plastic label tabs	_____	_____
• index dividers	_____	_____
• ring binders	_____	_____

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MAILING SUPPLIES

	NEED?	QUANTITY
• business-size envelopes	_____	_____
• large manila envelopes	_____	_____
• padded envelopes	_____	_____
• shipping labels	_____	_____
• brown package wrapping paper	_____	_____
• bubble wrap or packing peanuts	_____	_____
• special envel. for disks, videos, catalogs, etc.	_____	_____
• packing tape	_____	_____
• shipping forms for UPS, Priority Mail etc.	_____	_____

MARKETING SUPPLIES

	NEED?	QUANTITY
• business cards	_____	_____
• brochures or pamphlets	_____	_____
• flyers	_____	_____
• customer satisfaction surveys	_____	_____
• lead tracking forms	_____	_____
• customer thank you cards, gifts, and certificates	_____	_____

PAPER SUPPLIES

	NEED?	QUANTITY
• legal pads or lined note paper	_____	_____
• white computer and copy paper	_____	_____
• Post-it® notes	_____	_____
• stationery or letterhead and envelopes	_____	_____
• greeting and thank-you cards	_____	_____
• rolls of fax and adding machine paper	_____	_____
• colored paper and cardstock	_____	_____
• graph or grid paper	_____	_____