

Office Supply List

Check off each item as you pack or stock it

☐	Pens and pencils
☐	Notepads
☐	Stapler and staples
☐	Paper clips
☐	Sticky notes
☐	Printer paper
☐	Envelopes
☐	Tape
☐	Scissors
☐	Folders
☐	Whiteboard markers
☐	Toner or ink
☐	Highlighters
☐	Business cards
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