

OFFICE INVENTORY

Essential Supplies Checklist

Date: _____

ITEM DESCRIPTION	STOCK LEVEL	REORDER QTY	NOTES
WRITING & STATIONERY			
Ballpoint Pens (Black/Blue)			
Highlighters (Assorted)			
Sticky Notes (3x3)			
PAPER & FILING			
Printer Paper (Letter/A4)			
Legal Pads			
File Folders			
MAILING & ADHESIVES			
Envelopes (#10 Business)			
Shipping Tape			

ITEM DESCRIPTION	STOCK LEVEL	REORDER QTY	NOTES
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Staples

TECHNOLOGY

Printer Ink/Toner

AA/AAA Batteries

Cable Ties / Organizers

Internal Use Only æ Essential Home Office Inventory Template