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| **ADMINISTRATIVE SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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

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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **COMPUTER AND PRINTER SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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

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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **DESK SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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

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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **FILING SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **MAILING SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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.

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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **MARKETING SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 NEED? QUANTITY

* business cards
* brochures or pamphlets
* flyers
* customer satisfaction surveys
* lead tracking forms
* customer thank you cards, gifts, and certificates

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| http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTL06.gif | **PAPER SUPPLIES** | http://www.onlineorganizing.com/graphics01Titles/ContentSubTitleCornerTR06.gif |

 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