

WE'RE ALL OUT!

RE-ORDERING CHECKLIST



Unless it's your full-time job, tracking of the range of supplies you need to keep your workplace functioning can be a real challenge. Create an ordering checklist from scratch, or use ours as a starting point and add in other items as needed.



WASHROOMS & HYGIENE

- Hand Soap
- Toilet Tissue
- Paper Towel
- Hand Sanitizer
- Facial Tissues
- Air Freshener & Refills



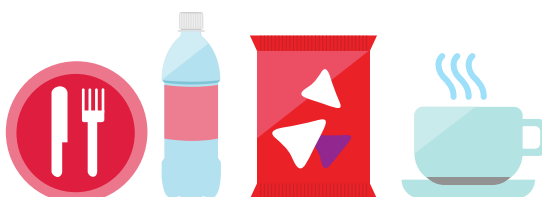
BOARDROOM / MEETING ROOMS

- Whiteboard Markers, Erasers & Cleaning Products
- Flip Chart Paper
- Markers for Flip Chart
- Spare A/V Cables



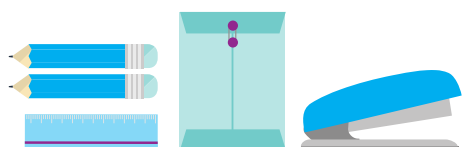
CLEANING SUPPLIES

- Floor Cleaners
- All-Purpose Cleaners
- Spare Mop Heads
- Disposable Gloves
- Sanitizing Wipes
- Brushes & Dusters
- Sponges & Scouring Pads
- Brooms & Sweepers
- Window / Glass Cleanser



BREAK TIME

- Coffee
- Filters for Large Coffee Brewers
- Portion Cups for Single-Cup Brewers
- Stir Sticks
- Tea & Cocoa, for Non-Coffee Drinkers
- Sugar/Sugarless Sweeteners
- Creamers
- Snack Foods
- Water, Juice, Soft Drinks
- Cups, Plates, Napkins, Cutlery



DESK BY DESK

- Pens & Pencils
- Correction Fluid
- Scratch Pads
- Sticky Notes
- Staples
- Hanging Files & File Folders
- Filing Labels
- Print Cartridges for Label Printers
- Tape
- Batteries



PRINTING/COPY/MAIL ROOM

- Standard Copy & Printer Paper
- High-Gloss Presentation Paper
- Cover Stock
- Binding Combs
- Report Covers
- Printed Stationery & Business Forms
- Mailing Envelopes, Boxes & Mailers
- Printer Ink
- Printer/Copier Toner & Drums

**GEAR UP
FOR GREAT**

Office DEPOT® OfficeMax®