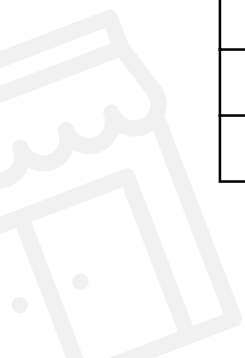


SMALL BUSINESS SUPPLIES PURCHASED



ELECTRONICS	QTY.	DATE

FURNITURE	QTY.	DATE



SMALL BUSINESS SUPPLIES PURCHASED



ORGANIZATION	QTY.	DATE

PACKAGING	QTY.	DATE

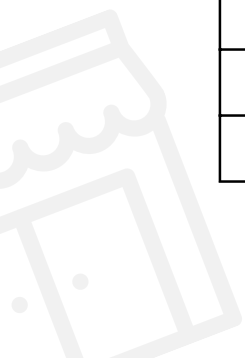


SMALL BUSINESS SUPPLIES PURCHASED



SHIPPING	QTY.	DATE

MISCELLANEOUS	QTY.	DATE



SMALL BUSINESS SUPPLIES PURCHASED



FUN DECOR	QTY.	DATE

INSERTS/MARKETING	QTY.	DATE



SMALL BUSINESS OFFICE CHECKLIST

ELECTRONICS:

- Laptop or Tablet
- Monitor
- Desktop/Computer
- Label Printer
- Office Printer
- _____
- _____
- _____
- _____
- _____

ORGANIZATION:

- Drawers
- Drawer Inserts
- Shelving
- File System
- Wiring Organizer
- Storage Bins
- Trash Cans
- Recycling Can
- Pen Holder
- Desktop Drawers

FURNITURE:

- Work Desk
- Craft Desk
- Standing Desk
- Ergonomic Office Chair
- Floor Mat
- _____
- _____
- _____
- _____
- _____

MISCELLANEOUS:

- Pens
- Markers
- Highlighters
- Staplers
- Sticky Notes
- Binders
- File Folders
- Notepads
- Calendar/Planner
- Scissors
- Calculator
- Printer Inks

SMALL BUSINESS OFFICE CHECKLIST



PACKAGING SUPPLIES:

- Bubble Wrap
- Packing Tape & Dispenser
- Packaging Stickers
- Gift Wrap
- Product Containers
- Tape for Containers
- Tissue Paper
- Packing Peanuts
- Twine
- _____
- _____

INSERTS/MARKETING:

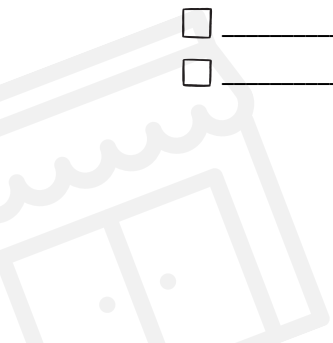
- Thank You Card
- Fun Stickers
- Branding Card
- Social Media Advertisement
- About the Product/Care Instructions
- _____
- _____
- _____
- _____
- _____

SHIPPING SUPPLIES:

- Poly Mailers
- Bubble Mailers
- Shipping Boxes
- Shipping Tubes
- Found Nearest Post Office
- _____
- _____
- _____
- _____
- _____

FUN DECOR:

- Phone Holder
- Plants
- Pen Holder
- Sticky Note Dispenser
- Bulletin Board
- _____
- _____
- _____
- _____
- _____



SMALL BUSINESS INVENTORY LOG



SKU	ITEM	IN STOCK	QTY. SOLD	QTY. NEEDED

