

Paper

- Photocopy Paper
 - Letter Size
 - Legal Size
- Computer Paper
- Speciality Paper _____
- Legal Pads
- Note Pads
- Phone Message Pads
- Sticky Notes
 - Indicate size and color _____
- Envelopes
 - No.10
 - 9 X 12
 - 10 X 13
 - Other _____

Pens, Pencils and Markers

- Pens
 - Preferred Brand _____
- Pencils
 - Preferred Brand _____
- Markers
 - Whiteboard Single Package Colour _____
 - Permanent Single Package Colour _____
 - Highlighters Single Package Colour _____
- Correction Fluid
 - Preferred Brand _____

Filing and Organizing Supplies

- File Folders
 - Letter Size Single Package Colour _____
 - Legal Size Single Package Colour _____
- Hanging Files
 - Letter Size Colour _____
 - Legal Size Colour _____
- File Folder Labels
- Paper Hole Punch Three Hole Two Hole
- Ruler
- Paper Shredder
- Three (3) Ring Binders Type _____ Colour _____

Dividers for Binders

- 5 Tabs Clear Color Insertable Write-On Erasable Ready Index
- 8 Tabs Clear Color Insertable Write-On Erasable Ready Index
- 16 Tabs Clear Color Insertable Write-On Erasable Ready Index
- 24 Tabs Clear Color Insertable Write-On Erasable Ready Index
- 32 Tabs Clear Color Insertable Write-On Erasable Ready Index
- Business Card Holder
- Alphabetical A – Z
- Numerical 1- 31

Stapling, Taping and Fastening Items

- Stapler
- Staples
- Staple Remover
- Tape
- Glue
- Glue Sticks
- Paper Clips
- Push Pins/Tacks
- Rubber Bands

Calendars, Planners and Presentation Boards

- Calendar
- Planner
 - Daily Weekly Monthly Academic
- Dry Erase Board
- Bulletin Board

Inkjet/Toner Cartridges

- Inkjet Cartridges Printer Model # or Cartridge # _____
 - Brother Canon Dell Epson HP Kodak Lexmark Generic
 - Black Colour if more than one, specify colour/s _____
- Toner Cartridge Printer Model # or Cartridge # _____
 - Brother Canon Dell HP IBM Lexmark Okidata Samsung Xerox Generic
 - Black Colour if more than one, specify colour/s _____

Office Maintenance

- Cleaning Supplies
- Trash Can
- Garbage Bags