

Your Guide to Independence

 Step 1 Resource: *The Groundwork*

NEW AGENCY OFFICE SUPPLY CHECKLIST

OFFICE SELECTION

- Location selection & address
- Internet access & duplicate lines
- P.O. Box (confidential documents)
- _____
- _____
- _____

IT PROVIDER

- Phone and Fax number set up
- Email Addresses
- Word, PDF, Excel, Outlook
- Internet
- Phones
- _____
- _____
- _____

HOME OFFICE

- Review Home Inventory
- _____
- _____
- _____

OFFICE SUPPLIES

- Computers
- Desks, Furniture, Workstations
- Phones
- Letterhead
- Envelopes and stamps
- Checks
- Paper
- Printers
- Scanner and Fax
- Business Cards
- Pens (Blue and Black)
- Stapler and Staple Remover
- Trash Cans
- Three Hole Punch
- Note Pads
- Tape
- Binder for Policies
- Scissors
- _____
- _____
- _____

OTHER: _____

- _____
- _____
- _____
- _____
- _____



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