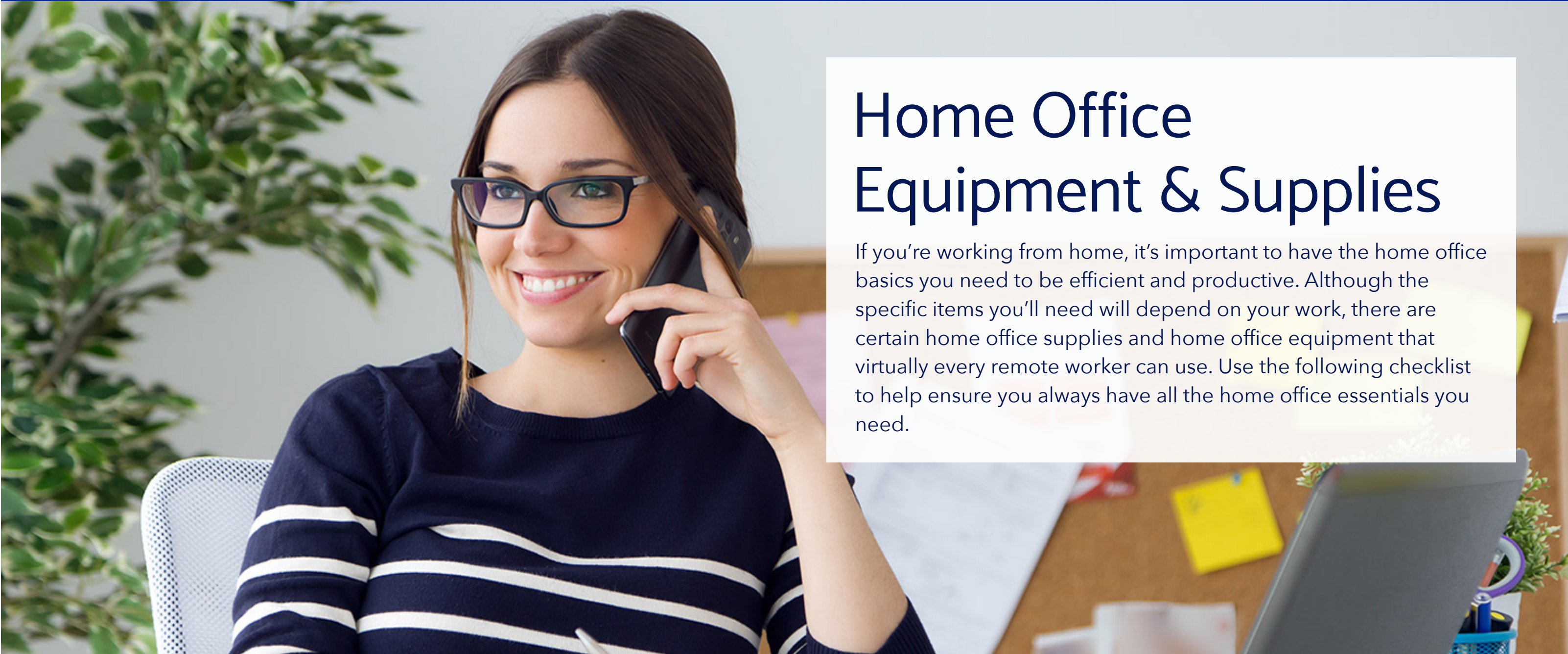




Home Office Equipment & Supplies

If you’re working from home, it’s important to have the home office basics you need to be efficient and productive. Although the specific items you’ll need will depend on your work, there are certain home office supplies and home office equipment that virtually every remote worker can use. Use the following checklist to help ensure you always have all the home office essentials you need.

Home Office Equipment & Supplies Checklist

Home Office Desk Supplies	Home Office Printer Supplies & Paper	Home Office Technology & Devices	Home Office Furniture & Accessories
☐ Pens, pencils, and erasers	☐ Printer paper	☐ Laptop computer	☐ Desk
☐ Highlighters and markers	☐ Printer ink or toner delivery →	☐ Smartphone	☐ Desk chair
☐ Scissors	☐ Envelopes	☐ Internet access	☐ Lamp
☐ Paper clips and binder clips	☐ Folders	☐ Home office printer →	☐ Wall bulletin board
☐ Thumbtacks	☐ Notebooks	☐ External hard drive	☐ Wastepaper basket
☐ Stapler and staples	☐ Calendar	☐ Flash drives	
☐ Tape	☐ Sticky notes	☐ Surge protector	
☐ Glue sticks		☐ Label maker →	
☐ Rubber bands		☐ Label tape →	
☐ Pencil sharpener			
☐ Desktop organizer			
☐ Desk drawer organizer			