



Office Supply Closet Essentials

A well-stocked and organized office supply closet is the backbone of any efficient workplace. When employees have ready and easy access to the necessary tools, productivity improves, and workflow disruptions are minimized. Whether setting up a new supply closet or refreshing an existing one, having a clear plan for stocking up on business products and organizing them is key to keeping your office running smoothly. This guide will walk you through the essentials, offer tips on optimizing your space, and highlight how Indoff can help simplify the process.

Writing Tools

- Pens, pencils, and markers (in various colors)
- Highlighters for note-taking and document review
- Permanent markers for labeling
- Whiteboard markers and erasers

Paper Products

- Printer paper (standard and specialty sizes)
- Notepads and notebooks
- Sticky notes for quick reminders
- Envelopes (standard, padded, and windowed)

Mailing Supplies

- Shipping boxes in various sizes
- Packing tape and dispensers
- Bubble wrap or other protective packing materials
- Address labels

Organizational Tools

- File folders and hanging folders
- Binders and binder clips
- Paper clips, rubber bands, and push pins
- Desk organizers and storage bins
- Tape
- Label printers

Technology-Related Supplies

- Printer toner and ink cartridges
- Charging cables and adapters
- External storage devices (e.g., USB drives)
- Batteries in multiple sizes

Cleaning & Disinfecting

- Disinfectant wipes and sprays
- Paper towels and microfiber cloths
- Hand sanitizer for shared spaces
- Trash bags for easy disposal
- Toilet cleaning tools and products

Breakroom Supplies

- Coffee, tea, and healthy snacks
- Cups, plates, and utensils
- Dish soap and sponges

First Aid & Safety Supplies

- First aid kits with basic essentials
- Bandages, antiseptics, and gloves
- Fire extinguishers, flashlights, and other emergency supplies

Contact Your Local Sales Partner Today!

indoff.com