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Basic Supplies List

Ballpoint OR Gel pen	Legal pad
Regular OR Jumbo paper clips	Scotch tape
Binder clips - choose size	Tape dispenser
Highlighter multi-pack	Correction tape
Standard staples	3X3 Post-It
Letter of Legal file folders	Note pad

Swingline stapler	Assorted rubber bands	
Index flags multi-pack	3-hole punch	
File storage box	One ream of paper	
Clasp envelopes	View Binder	
AA or AAA batteries	Sheet protectors	
Mouse pad	#10 envelopes	Canned air
Letter of Legal hanging folders	Scissors	

Work at Home Kits

Delivered FREE to your front porch!

We know times have changed. We are here to support your needs during this ever changing time. Contact us today to get your personalized kit ordered and delivered at no extra charge.

Substitutions allowed
Prices subject to items chosen

The Starter Kit

The Starter Kit allows you to choose any ten (10) items from the above basic supplies list.

Minimum purchase must equal \$15.

Items will be delivered to your front porch.

The Manager Kit

The Manager Kit allows you to choose any twenty (20) items from the above basic supplies list.

Items will be delivered to your front porch.

The Executive Kit

The Executive Kit is the most comprehensive kit available.

Choose any twenty (20) items from the basic supplies list PLUS add any five (5) items from the extended list to the right.

Items will be delivered to your front porch.

Extended Supplies List

Shredder

Wireless Keyboard/Mouse Combo

Desktop Organization Kit

Multi-function Printer

Sit/Stand Monitor Riser

Large 12 Digit Calculator