



OFFICE SUPPLIES

Desk Supplies

- Ruler - 1/4 inch (blueprint scale)
- Calculator
- 3 hole punch
- Pens and Pencils, plus erasers
- Highlighters
- Paper clips
- Binder clips (small & medium)
- Glue Sticks
- Clear tape
- Stapler with staples
- Scissors

Paper & Stationary Supplies

- Graph paper - 1/4 inch
- Paper - 3 ring binder
- Paper - printer
- Printer ink cartridges
- Sticky notes
- Manila folders
- File Labels - printer sheet
- Envelopes
- Return address labels
- Stamps

Gear

- Measuring tape - large sturdy (job site)
- Measuring tape - tiny (shopping)
- Tote bags - variety for samples, papers & more
- Cooler
- Water - bottles drinking water
- Snacks - granola bars, trail mix
- Flat shoes
- Shirt - slip on work shirt

Office Equipment

- Computer w/internet
- Printer w/scanner
- Flash drive or other portable digital storage
- Camera (smartphone)

Organizing Supplies

If not purchasing the HomeOnTrack Binder Kit

Planner

- Binder - 1" 360 flip binder. (Qty 1)
flip for easy note taking and calendar
- Dividers - standard (Qty 1 set)
- Pencil case - 3 ring binder (Qty 1)
- Business card holder sheets - 3 ring binder
- Ruled 3 ring binder paper
- Binder pockets - 3 ring
- Free HOT Printables

Ideas and Documents

- Binder - 1-1/2" D ring, large (Qty 2)
lg to avoid divider tabs extending past binder edge
- Divider - pockets with tabs, large (Qty 2 sets)
lg that extend past sheet protectors
- Pencil case - 3 ring binder (Qty 2)

Archive

- Bankers box (Qty 1 or 2)
manuals, warranties, invoices
- Free HOT printable file folder labels

Tote

- For ideas, planner, documents and samples
We found it easiest if the binders stayed upright