



CHECKLIST: Office Supply Purchases





ITEMS YOU NEED FOR YOUR OFFICE

- ☐ Computer
- ☐ Two (2) Computer Monitors
- ☐ Telephone with a Headset
- ☐ A 3-in-One Pinter/Scanner/Fax Machine
- ☐ Webcam
- ☐ Noise machine if you have animals or children in the workplace
- ☐ Tablet - for networking
- ☐ Microsoft Office Suite
- ☐ Pens and Notepads for Notetaking



BONUS RESOURCE: Electronic Filing Systems





Create file folders on your computer for the following:

- ☐ Folders for Business Documents such as:
 - Business Plan
 - EIN
 - Disclosures
 - Agreements
 - Articles of incorporation
 - Fictitious Name Filings
- ☐ Create a Folder for Each Individual Client
(create a folder for each client in your email inbox too!)
- ☐ Create Folders for Franchisor Information
- ☐ Marketing Folder
- ☐ Financials Folder for Income and Expenses
- ☐ Operations Folder for Recurring Business Needs