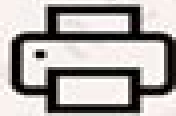


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OFFICE SUPPLIES INVENTORY



- EDITABLE
- PRINTABLE
- 11 CATEGORIES
- PRE FILLED OVER 580 ITEMS
- ACCESSIBLE ON ALL YOUR DEVICES



Google Sheets

Office Supplies Inventory

CHECKLIST

Writing Supplies				Paper Products				Desk Organization			
Item Name	Qty	Location	Notes	Item Name	Qty	Location	Notes	Item Name	Qty	Location	Notes
Ballpoint pens	45	Drawer 1		Copy paper (8 1/2 x 11)				Desk organizer			
Ballpoint pens	10	Drawer 2		Heavy weight copy paper				File folders			
Ballpoint pens	15	Drawer 3		Recycled paper				Index cards			
Ballpoint pens	20	Drawer 4		Manila folders				Post-it notes			
Ballpoint pens	25	Drawer 5		Manila folders				Sticky notes			
Ballpoint pens	30	Drawer 6		Manila folders				Sticky notes			
Ballpoint pens	35	Drawer 7		Manila folders				Sticky notes			
Ballpoint pens	40	Drawer 8		Manila folders				Sticky notes			
Ballpoint pens	45	Drawer 9		Manila folders				Sticky notes			
Ballpoint pens	50	Drawer 10		Manila folders				Sticky notes			
Ballpoint pens	55	Drawer 11		Manila folders				Sticky notes			
Ballpoint pens	60	Drawer 12		Manila folders				Sticky notes			
Ballpoint pens	65	Drawer 13		Manila folders				Sticky notes			
Ballpoint pens	70	Drawer 14		Manila folders				Sticky notes			
Ballpoint pens	75	Drawer 15		Manila folders				Sticky notes			
Ballpoint pens	80	Drawer 16		Manila folders				Sticky notes			
Ballpoint pens	85	Drawer 17		Manila folders				Sticky notes			
Ballpoint pens	90	Drawer 18		Manila folders				Sticky notes			
Ballpoint pens	95	Drawer 19		Manila folders				Sticky notes			
Ballpoint pens	100	Drawer 20		Manila folders				Sticky notes			
Ballpoint pens	105	Drawer 21		Manila folders				Sticky notes			
Ballpoint pens	110	Drawer 22		Manila folders				Sticky notes			
Ballpoint pens	115	Drawer 23		Manila folders				Sticky notes			
Ballpoint pens	120	Drawer 24		Manila folders				Sticky notes			
Ballpoint pens	125	Drawer 25		Manila folders				Sticky notes			
Ballpoint pens	130	Drawer 26		Manila folders				Sticky notes			
Ballpoint pens	135	Drawer 27		Manila folders				Sticky notes			
Ballpoint pens	140	Drawer 28		Manila folders				Sticky notes			
Ballpoint pens	145	Drawer 29		Manila folders				Sticky notes			
Ballpoint pens	150	Drawer 30		Manila folders				Sticky notes			
Ballpoint pens	155	Drawer 31		Manila folders				Sticky notes			
Ballpoint pens	160	Drawer 32		Manila folders				Sticky notes			
Ballpoint pens	165	Drawer 33		Manila folders				Sticky notes			
Ballpoint pens	170	Drawer 34		Manila folders				Sticky notes			
Ballpoint pens	175	Drawer 35		Manila folders				Sticky notes			
Ballpoint pens	180	Drawer 36		Manila folders				Sticky notes			
Ballpoint pens	185	Drawer 37		Manila folders				Sticky notes			
Ballpoint pens	190	Drawer 38		Manila folders				Sticky notes			
Ballpoint pens	195	Drawer 39		Manila folders				Sticky notes			
Ballpoint pens	200	Drawer 40		Manila folders				Sticky notes			
Ballpoint pens	205	Drawer 41		Manila folders				Sticky notes			
Ballpoint pens	210	Drawer 42		Manila folders				Sticky notes			
Ballpoint pens	215	Drawer 43		Manila folders				Sticky notes			
Ballpoint pens	220	Drawer 44		Manila folders				Sticky notes			
Ballpoint pens	225	Drawer 45		Manila folders				Sticky notes			
Ballpoint pens	230	Drawer 46		Manila folders				Sticky notes			
Ballpoint pens	235	Drawer 47		Manila folders				Sticky notes			
Ballpoint pens	240	Drawer 48		Manila folders				Sticky notes			
Ballpoint pens	245	Drawer 49		Manila folders				Sticky notes			
Ballpoint pens	250	Drawer 50		Manila folders				Sticky notes			
Ballpoint pens	255	Drawer 51		Manila folders				Sticky notes			
Ballpoint pens	260	Drawer 52		Manila folders				Sticky notes			

Desktop Accessories				Storage Solutions				Technology Supplies			
Item Name	Qty	Location	Notes	Item Name	Qty	Location	Notes	Item Name	Qty	Location	Notes
Monitor stand	1	Drawer 1									
Mouse pad	1	Drawer 2									
Mouse	1	Drawer 3									
Mouse cable	1	Drawer 4									
Mouse pad	1	Drawer 5									
Mouse cable	1	Drawer 6									
Mouse pad	1	Drawer 7									
Mouse cable	1	Drawer 8									
Mouse pad	1	Drawer 9									
Mouse cable	1	Drawer 10									
Mouse pad	1	Drawer 11									
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