

## Our Checklist for all your Office Supply Needs

Communicating your brand is so much more than passing out business cards or having perfectly printed letterheads. Don't miss a single opportunity to make a positive impression - every detail counts. To get your office ready, we have put together a checklist of all the important details from every corner of your office.

### Reception

- Greet your customers**  
Signs, Flags, Cups
- Inform your customers**  
Information desk with Flyers, Folded Leaflets, Catalogues, Brochures
- Inspire your customers**  
Giveaways (Gummy Bears, Chocolate Bars)  
Posters, Textile Stretcher Frames



### Office Space

- Customise your office supplies**  
Calendars, Notebooks, Sticky Notes, Desk Pads, Stamps
- Personalise your post**  
Envelopes, Letterheads, Mailer Boxes/Envelopes
- Organise your office**  
Stamps, NCR Sets, Ring Binders



### Meeting Rooms

- Give your customers a personal introduction**  
Business Cards, Presentation Folders
- Be prepared for the meeting**  
Notepads, Pens, Flash Drives
- Present new products or recent success**  
Signs, Posters, Roller Banners

