

New Employee Checklist.

Use this handy checklist for everything you need for your new employee.

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Office Essentials

- ☐ Stapler
- ☐ Paper clips, binder clips
- ☐ Organizer/planner
- ☐ Desk accessories
- ☐ Calendar
- ☐ Easy Button®
- ☐ Tape/tape dispenser
- ☐ Trash can
- ☐ Post-it® notes
- ☐ Bulletin board
- ☐ 3-hole punch
- ☐ Rolodex®

Furniture

- ☐ Bookcase
- ☐ Chair
- ☐ Chairmat
- ☐ Desk
- ☐ File cabinet
- ☐ Lamp
- ☐ Panel systems

Technology

- ☐ Computer
- ☐ Monitor
- ☐ Keyboard
- ☐ Extension cords
- ☐ Headset
- ☐ Printer
- ☐ Surge protector

Custom Print

- ☐ Business cards
- ☐ Wall/desk sign
- ☐ Name badge
- ☐ Name plate
- ☐ Custom stamps
- ☐ Promotional items with your company name (signs, mugs, pens and much more)

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Furniture Sales Specialists: 1-877-638-8001

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Technology Sales Specialists: 1-877-612-1185

Let our Technology Sales Specialists help you choose the right products before you buy.

Custom Print Sales Specialists: 1-888-333-3199

Custom Print Sales Specialists can help you customize business cards, stationery, envelopes and promotional items like mugs, pens and key chains. They can even give you a quote on reproducing your current custom-printed products.

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