

“Go-Box” Checklist

- _____ Binder Dividers
- _____ Binders
- _____ Flashlight
- _____ Large Mailing Envelopes
- _____ Alphabetical accordion file
- _____ Highlighters
- _____ Sharpies
- _____ Box of Pens
- _____ Scotch Tape
- _____ Lysol
- _____ Large Index Cards
- _____ Small Binder Clips
- _____ Large Binder Clips
- _____ Glue Stick
- _____ First Aid Kit
- _____ Pushpins
- _____ Paperclips
- _____ Legal Notepad
- _____ Hand Sanitizing Wipes
- _____ Travel Information Forms
- _____ Staples
- _____ Rubber bands
- _____ Three-hole punch
- _____ Large Log Book
- _____ Clipboard
- _____ Pocket Folders
- _____ Manila Folders
- _____ Blackberry Chargers
- _____ Office in a Box
 - _____ Post-it Notes
 - _____ Paperclips
 - _____ Rubber Bands
 - _____ Staple Remover
 - _____ Tape
 - _____ Wooden Ruler
 - _____ Letter Opener
 - _____ Ballpoint Pen
 - _____ Pencil
 - _____ Highlighter
 - _____ Writing Pad
 - _____ “While You Were Out” notes
 - _____ Stapler
 - _____ Staples
 - _____ Clam Clip Dispenser
 - _____ Clam Clips
 - _____ White Correction Tape
 - _____ Mechanical Pencil
 - _____ Lead Refills
 - _____ Scissors