

Office Supply Order List

Practice Manager Office	Quantity	Notes
Black Ball Point Pens		
Red Felt-Tip Pens		
Green Felt-Tip Pens		
Black Ultra Fine Point Sharpies		
Black Fine Point Sharpies		
Yellow Highlighters		
Pink Highlighters		
Blue Highlighters		
Counter Pens		
Self-stick Notes		
Correction Tape		
Regular Staples		
Heavy Duty Staples		Swingline Optima #35550
Scotch Tape		
Calculator Ink Roll		Canon P23-DH V (calculator model)
Greeting Cards- Invitation size		Office Max 1 box 100 ct. 5-3/4"-4-1/2" envelopes
Sympathy Cards		Order: Smart Practice
Return Address Labels		
White Tags		1-3/4" x 1-3/32"
Canned Air		
Microfiber Cleaning Cloths (for Computers)		
Doctor Business Cards		
Stamp Pad Ink		
Invoice Paper (seasonal)		use only during late November-early January
Multipurpose Paper		
Reminder Cards		Order: Medical Arts Press
Blank Index Cards		3" x 5"
Printed Cage Cards		Order: Smart Practice
Adding Machine Rolls		
Credit Card Machine Rolls/Ribbon		Order: Bank of America Merchant Services
Small Envelopes for Rabies Tag		
Clinic Envelopes		
Paper Clips		
Paper Shredder Oil		
Packaging Tape		
Notebooks		
End Tab File Folders		
Product Bags		Advantage & Homeagain
Brother HL-5250DN LaserJet Printer Cartridge		TN-550 or TN-580 (high yield)
Brother HL-5250DN LaserJet Printer Drum		DR-520
HP8500 InkJet Printer (CR Area)		HP940 (preferably XL)
HP8600 InkJet Printer (PM Office)		HP951
Stamps: \$0.44 - Regular		(rate as of 1/1/11)
Stamps: \$0.29 - Postcard		(rate as of 1/1/11)
Year-End Labels (i.e. '09, '10, '11)		Order: Medical Arts Press or Smart Practice
Pharmacy Area		
HP Deskjet F4180 All-in-one (by computer)		HP 21 (black) and HP 22 (color)
HP Deskjet 5650 (by lab machines)		HP 56 (black) and HP 57 (color)
Rx Labels (2-3/4" x 2-1/8")		Order: VetLabels.com
Misc		
Dry Erase Markers		
Eraser Refill for Dry Erase Markers		
File Labels		
File Label Protectors		
Flash Drives 8G		