**Professional Organisers Kit Check List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description**  | **Additional Information** | **Qty** | **Unit Cost**  | **Total Cost**  | **Tick When Purchased** |
| http://www.klik.org.in/wp-content/uploads/2016/03/Samsung-Galaxy-J5-Review-Features-Price-Much-More.jpg | Your phone | …and don’t forget your instinct |  |  |  | 🞎 |
| https://healthyheels.files.wordpress.com/2012/04/water-bottle.jpg | Water bottle |  |  |  |  | 🞎 |
| Mini First Aid Kit | Personal First Aid Kit | This is for YOU – not your client |  |  |  | 🞎 |
| clipboard | Clip Boards | Useful for walk throughs. Pick ones in colours to match your business logo.  |  |  |  | 🞎 |
| http://s3-ap-southeast-2.amazonaws.com/wc-prod-pim/JPEG_1000x1000/SPHCA4PE_spirax_hard_cover_a5_spiral_notebook_purple.jpg | Notebook  |  |  |  |  | 🞎 |
| Contract | Contract or Client agreement | Be sure to fill out all the relevant details before your arrive.  |  |  |  | 🞎 |
| http://www.bhphotovideo.com/images/categoryImages/desktop/325x325/21008-Point-&-Shoot-Cameras.jpg | Camera | You may prefer to use the one on your phone; if so, consider installing a date stamp app.  |  |  |  | 🞎 |
| https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcTGsh8szmX8krtVYf9e5OJcO0n1_wd4Och9Ixtesc1o4UNObnILdg | Sorting Baskets |  |  |  |  | 🞎 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description**  | **Additional Information** | **Qty** | **Unit Cost**  | **Total Cost**  | **Tick When Purchased** |
| Germ-X Hand Sanitizer Gel- 30 Ounces | Hand Sanitizer |  |  |  |  | 🞎 |
| apron.jpg | Apron  |  |  |  |  | 🞎 |
| http://www.bodybio.com/Data/Default/Images/newsletters/issue58/baby-wipes-box.jpg | Wet Wipes |  |  |  |  | 🞎 |
| Prime Source® Clear, Wrist-Length Gloves | Disposable Gloves | Depending on your specialty, you may also like to include hair cap and or ties. |  |  |  | 🞎 |
| http://images.delphiglass.com/image_new/144405.jpg | Dust Mask | Useful for garages |  |  |  | 🞎 |
| http://fbisales.com.au/persistent/catalogue_images/products/aeroguardodourless.jpg | Areoguard | Consider an odourless one, in case your client has allergies |  |  |  | 🞎 |
| http://www.coopersofstortford.co.uk/images/products/large/ST06066i.jpg | Small foldable step ladder | Needs to be strong but light weight. Consider whether you need a two step or a three step ladder. A handle on the top is a good safety feature |  |  |  | 🞎 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description**  | **Additional Information** | **Qty** | **Unit Cost**  | **Total Cost**  | **Tick When Purchased** |
| http://ecx.images-amazon.com/images/I/51tABXkGGQL._SY300_.jpg | Shredder | Needed if you do office organising. |  |  |  | 🞎 |
| garbage-bag | Garbage bags  | Buy good sturdy ones.  |  |  |  | 🞎 |
| http://www.conservationsupportsystems.com/system/assets/images/products/Ziplockbagslp.jpg | Zip lock bags | An organizers staple supply – you will need a variety of sizes |  |  |  | 🞎 |
| LetraTAG  LT-100H  | Labeling machine | Choose one with refills that are readily available and with a “querty” keyboard for ease of use.  |  |  |  | 🞎 |
| http://i.ebayimg.com/00/s/NTAwWDUwMA==/z/osoAAOSwxH1UJFZB/$_35.JPG?set_id=2 | Tape refills for labeling machine  |  |  |  |  | 🞎 |
| http://rightbattery.com/wp-content/uploads/2013/08/1-5v-aa-duracell-alkaline-battery.jpg | Spare Batteries | Running out of batteries for your labeling machine will make you appear disorganized. Not a good look! |  |  |  | 🞎 |
| http://tbn1.google.com/images?q=tbn:hjXh2AjgN39ZcM:http://www.global-b2b-network.com/direct/dbimage/50153544/Steel_Tape_Measure.jpg | Tape Measure - heavy duty |  |  |  |  | 🞎 |
| http://tbn0.google.com/images?q=tbn:lRGM2hCxRG9MFM:http://cltad.arts.ac.uk/groups/foundation3d/wiki/aa91c/images/fa0e1.jpg | Pliers  | Invaluable for moving shelving supports |  |  |  | 🞎 |
| http://tbn0.google.com/images?q=tbn:-2HMdV0vE8l48M:http://www.kleinconnection.com/KleinConnection/images/jsds01_icon.jpg | Screw Drivers | Be sure to have a standard flat screw driver and a Phillips head screw driver.. |  |  |  | 🞎 |
| http://tbn3.google.com/images?q=tbn:vctv7lWxBLaCIM:http://www.toolstation.com/images/library/stock/webbig/97901.jpg | Rubber Mallet | Invaluable for assembling storage product and moving stuck shelving. White is a preferred as it does not leave marks. |  |  |  | 🞎 |
| **Item** | **Description**  | **Additional Information** | **Qty** | **Unit Cost**  | **Total Cost**  | **Tick When Purchased** |
| Cutting-Knives-07- | Cutting Knife | Important if you are doing moving jobs. |  |  |  | 🞎 |
| cable ties | Cable ties in various sizes | Bunnings have an excellent selection of sizes. Good to purchase in black and white. |  |  |  | 🞎 |
| 3M-DP300RD-Scotch-Packaging-Tape-Dispenser | Packing tape dispenser | Make sure good quality and take the tape to check the size. |  |  |  | 🞎 |
| See full size image | Packaging Tape |  |  |  |  | 🞎 |
| http://ecx.images-amazon.com/images/I/81EhAke-WYL._SL1500_.jpg | Command hooks |  |  |  |  | 🞎 |
| http://thumbs1.ebaystatic.com/d/l225/m/m92FJAwH37diAXLBOmUOR_g.jpg | Blue tac |  |  |  |  | 🞎 |
| http://multimedia.3m.com/mws/media/715668P/654-5uc-pkg-v02-rgb.jpg?boundedSize=310 | Post it notes |  |  |  |  | 🞎 |
| Permanent-Markers-2259026891 | Markers  | 10 x Black, 5 x Red |  |  |  | 🞎 |
| StapullerBlackPerspectiveGlow_400-full | Staplers (with relevant size staples) | Choose one with a remover at the end |  |  |  | 🞎 |
| MB185_PUN | Hole Punch |  |  |  |  | 🞎 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Description**  | **Additional Information** | **Qty** | **Unit Cost**  | **Total Cost**  | **Tick When Purchased** |
| 540px-Scissors | Scissors |  |  |  |  | 🞎 |
| 191310042 | Ruler |  |  |  |  | 🞎 |
| http://s3-ap-southeast-2.amazonaws.com/wc-prod-pim/JPEG_1000x1000/JB87590_F_jburrows_pk100_jb_f_c_manilla_folders_buff.jpg | Manilla Folders |  |  |  |  | 🞎 |
| http://i.ebayimg.com/images/i/181318836972-0-1/s-l1000.jpg0120040498 | Dividers & Plastic Sleeves | May not be needed. Depends on your specialty  |  |  |  | 🞎 |
| envelopes-dl | Envelopes | Various sizes (A4, DL) |  |  |  | 🞎 |
| http://cdn.kikki-k.com/media/catalog/product/cache/6/image/700x/040ec09b1e35df139433887a97daa66f/t/e/textured_woven_pencil_case_monokrom_hero-1.jpg | Pencil Case |  |  |  |  | 🞎 |
| 0711014198 | Highlighters  |  |  |  |  | 🞎 |
| 310px-Pencils_hbps-p2 | Pencils & Sharpener  |  |  |  |  | 🞎 |
| Bicpen5 | Pens |  |  |  |  | 🞎 |
| wm_eraspezes05_7336 | Soft Eraser |  |  |  |  | 🞎 |
| 1631822bulldog | Binder Clips & Paper clips  | Various sizes |  |  |  | 🞎 |
| **Total cost of kit supplies** |  |  |