

MEGA NEW OFFICE SETUP

GUIDE

Best practice for setting up a new or growing office (5–25 staff)



To set up a new office so staff can work productively from day one, without over-ordering, missing basics, or constantly interrupting others for supplies.

What to Check

- Shared stationery area established
- Desk essentials prepared for each staff member
- Printer access tested and working
- Filing and storage systems in place
- Labelling started for cupboards and drawers
- Meeting space basics available
- Clear process for requesting additional supplies

Common Gotchas

- Ordering too much furniture and not enough consumables
- Setting up individual desk stock instead of shared supplies
- Forgetting printer access or drivers
- No labels on storage, leading to constant questions
- Overbuying specialty items before usage is understood

Most-Used Items (New Office Reality)

These are the items most new offices use immediately and repeatedly:

- | | |
|---|----------------------|
| <input type="checkbox"/> Pens & writing tools | BIC, Staedtler |
| <input type="checkbox"/> Notebooks & pads | Spiral, Quill |
| <input type="checkbox"/> Desk accessories (trays, organisers) | Marbig, Esselte |
| <input type="checkbox"/> Folders & filing | Marbig, Avery |
| <input type="checkbox"/> Label printers | Dymo, Brother |
| <input type="checkbox"/> Copy paper | Reflex, Double A |
| <input type="checkbox"/> Whiteboards | Visionchart, Quartet |

These brands are commonly used because they're familiar, easy to replace, and suit shared environments.

MEGA NEW OFFICE SETUP

GUIDE

Reorder Rhythm (Guide Only)

Monthly

- Pens
- Copy paper
- Whiteboard markers
- Notebooks

Every 3 Months

- Folders and filing products
- Labels
- Desk organisers

Mega tip:

If staff are asking where things live, the setup needs more labelling — not more stock.