

**Business Center  
Stationery Box**



**Items:**

- Ruler
- Stapler
- Hole puncher
- Scissors
- Cello tape
- Pencil Sharpener
- Staple remover
- Rubberbands
- Gluestick
- Paperclips (small - medium)
- Post-it



- Pens (Blue - Red)
- Pencil
- Highlighter (Y & G)

**Consider adding:**

- Large clips
- Board markers (R, G, B, B)
- Bold marker (B)
- Post-it (3 colors)
- Blu-tak
- Calculator
- Presentation pointer