

XYZ Hotel & Resorts
Operating Equipment List Pre-Opening Office

SL:#	Description & Size	Qty	Supplier 1	
			U:Price	Value
1	Watercooler	1		-
2	Safe	1		-
3	Fridge	1		-
4	Kettle	3		-
5	Key Cabinet	5		-
6	Binding machine	1		-
7	Binder rings (3 sizes)	3		-
8	Paper shredder	1		-
9	Paper cutter	1		-
10	Calculator with printer	1		-
11	Desk calculator	10		-
12	High volume Stapler	1		-
13	in trays	10		-
14	Desk set	10		-
15	Staplers	10		-
16	Hole punchers 2 holes	10		-
17	Hole punchers 4 holes	1		-
18	Box files (Black)	50		-
19	(Additional 5 colors R/W/B/Y/G)	5		-
20	Plastic files	50		-
21	Scotch tape with holder	10		-
22	Scotch tape	10		-
23	Pens (Boxes)	5		-
24	Markers Assorted colors (Boxes)	10		-
25	Highlighter Assorted colors (Boxes)	10		-
26	Rulers	10		-
27	Pencils (boxes)	5		-
28	Erasers	10		-
29	Correction pen	10		-
30	staple remover	10		-
31	Glue sticks	10		-
32	Pin board	2		-
33	Bulletin board	2		-
34	blank CD's (boxes of 50)	1		-
35	Notepads B5	20		-
36	Writing pads A4	20		-
37	Business card holder	2		-
38	Scissors	10		-
39	Thumb tacks	2		-
40	Staples	10		-
41	Paperclips (small & large)	10		-
42	Paper A4			-
43	Paper A3			-

	OFFICE FURNITURE			-
1	Desk & side cupboard	5		-
2	Desk chair	5		-
3	Meeting table	1		-
4	Chairs	8		-
5	Guest chair	2		-
6	Garbage bins	5		-
7	file cupboard	2		-
8	Desk lights	5		-
9	Safe	1		-
	IT EQUIPMENT			
1	Laptop			
2	Printer (Epson All-in-one)	1		-
	Ink cartridges			
3	Desk telephone	1		-
4	Wireless router	1		-
5	Power cord	5		-
6	Mobile Phones (or Sim Cards) (Management/Purchasing?Recruitment)	3		-
	MISCELLANEOUS			
1	Tissue paper	10		-
2	Coffee	1		-
3	Tea	1		-
4	Disposable cups	2		-
5	Sugar	1		-
6	Creamer			
7	Duster / Dustpan	1		-
		Total USD.		-