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| --- | --- | --- |
| **Amount** | **Description** | **Checked** |
| 2 | Office trays |  |
| 1 | Laptop |  |
| 1 | Laptop battery |  |
| 1 | Internet connection |  |
| 1 | Mobile phone |  |
| 1 | Mobile phone charger |  |
| 1 | Printer |  |
| 1 | Printer USB connection to laptop |  |
| 1 | Pack A4 paper |  |
| 50 | Protector sheets |  |
| 2 | Pack of dividers |  |
| 2 | Pack of AA batteries |  |
| 1 | Specialised Geo CD with all project documents |  |
| 1 | Box of paperclips large |  |
| 1 | Box of paperclips small |  |
| 4 | Pencils |  |
| 1 | Desk caddy |  |
| 1 | Travel power pack for Radio’s |  |
| 1 | Box of fold back clips |  |
| 1 | Superseded stamp |  |
| 1 | Black marker |  |
| 10 | Pens |  |
| 4 | Hi Vis Markers |  |
| 1 | Scissors |  |
| 1 | Stapler |  |
| 1 | Staples |  |
| 1 | Hole punch |  |
| 2 | Sticky Tape |  |
| 1 | Glue stick |  |
| 1 | Pack of post it notes |  |
| 1 | Calculator |  |
| 1 | Set of cartridges for printer |  |
| 2 | Correction tape |  |
| 1 | Site camera and USB cord |  |
| 10 | Specialised Geo letter heads |  |
| 10 | Envelopes |  |
| 20 | Specialised Geo Business cards |  |
| 1 | Project folder |  |
| 1 | Specialised Geo Policies folder |  |
| 1 | Specialised Geo MSDS folder |  |
| 1 | Clipboard |  |
| 1 | Signage for in the office |  |
| 1 | Ruler |  |
| 1 | Notebook |  |

**Onsite Office Box Checklist**