

Business Stationery Checklist

This 10 minute checklist will ensure you don't get caught without supplies!



Reorder?

Yes No

Business Cards - If you (or any of your staff) have fewer than 50 business cards - now is the time to reorder. You never know when a new networking opportunity may spring upon you and it's best to always be prepared.

Yes No

Letterheads - If you are onto your last ream (a ream is 500 sheets) now is a perfect time to reorder. Most quality letterhead stock is printed on archivable paper, so providing you keep it out of direct sunlight and away from moisture, you're safe to order in bulk and not only save time but a substantial amount of money too!

Yes No

With Compliments Slips - A personalised note sent via snail mail is always a surefire winner, but it won't be very effective if you have nothing to write it on! If you have less than a ream of With Compliments slips, now is the time to reorder.

Yes No

Envelopes - Have you ever considered the journey your letter takes once you pop it in that big red post box? Think about the number of eyes that will pass over it on its journey. Nothing is more professional than a schick looking envelope with your logo and contact details printed on it. If you have fewer than 500 envelopes, now would be a perfect time to order.

Yes No

Marketing Material - If you plan your campaigns in advance, why not consider bulk printing for your printed advertisements? This not only ensures they will always be on hand when needed, but will allow for substantial savings with bulk printing.

Yes No

Operation Manuals - It's amazing how much hassle can be saved by knowing the correct way to do things. If your Operations Manuals are outdated, worn down or simply impossible to read or use effectively, why not have them reprinted?

Yes No

Calendars - If you offer a business-to-business service, the new financial year is a fantastic time to have some handy calendars printed for your clients. Imagine; every time your client looks at the date, they'll see your logo. How could that increase your sales?

Yes No

Notepads - There is nothing more frustrating than needing to write down an important message while on the phone and not having a notepad to write on! Have new notepads printed and distribute them around your office. Better yet, distribute them to your customers! Wouldn't it be great if they saw your logo in front of them every time they needed to take down notes?

Yes No

General Stationery - Have a quick squiz around your office. Is there anything you use on a weekly basis? Presentation folders perhaps, client information sheets, office checklists, etc. If you have less than a month's supply, now is the time to reorder!

Ready to order?

Contact us today for an obligation free quote!

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