

Short Sale Supply Checklist

Supply Item Checklist

Item Name	Ordered	Amount Ordered	Amount on Hand
Border/Stationary Paper	<input type="checkbox"/> yes <input type="checkbox"/> no	#	#
Ink (recommend having a backup on hand at all times)	<input type="checkbox"/> yes <input type="checkbox"/> no	#	#
Envelopes (recommend having a one-month supply on hand at all times)	<input type="checkbox"/> yes <input type="checkbox"/> no	#	#
Stamps (recommend having a one-month supply on hand at all times)	<input type="checkbox"/> yes <input type="checkbox"/> no	#	#
Door Tags (recommend having a one-month supply on hand at all times)	<input type="checkbox"/> yes <input type="checkbox"/> no	#	#

(Make sure to determine a minimum number and reorder when you drop below this number)

Supply Resource Recommendations

Item Name	Location	Amount Ordered Amount on Hand
Border/Stationary Paper	http://www.officedepot.com	Any office supply company will do. Search for border or stationary paper. Choose a neutral theme that will your letter will be easy to read on.
Ink	https://www.amazon.com	Amazon is by far the cheapest. We use a LaserJet printer to print in bulk quickly.
Envelopes	http://www.heinrichenvelope.com	A2 or Initiation size envelopes are preferred. (4 3/8" by 5 3/4"). Try to pick a color that is either seasonal or an appealing color. Make sure that ink can be easily read on it. Avoid white
Stamps	https://www.usps.com	Pick a stamp that looks like a real stamp. It is always good to choose a stamp that is appropriate for the upcoming holiday or season. Buy forever stamps to accommodate any price increases
Door Tags	https://www.vistaprint.com/	Any local print shop will also be able to produce. Shop around and try to obtain a bulk discount for best pricing.