PREPARE MY BUSINESS.org

UNIQUE SUPPLIES

Chances are, you use some supplies on a daily basis that don't fit into the category of "general" office supplies. These unique items must be re-ordered in a timely fashion during the recovery process. This could be anything from special forms used for customer orders, to special toner required for a printer, to chemicals required in a manufacturing process.

Please list any of these unique items – *do not include basic office supplies such as paper and pens, office furniture, or computers in this section.*

Item #	Qty.	Description	Vendor	Contact #	Warranty (Y/N)	Acct. # (if applicable)	Cost
Example	2	MICR Toner – for check printing	HP	I555-5555	N	103-445	$400
Example	50	Employee ID badges	Secure ID	555-5556	N	103763	$600

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