

TAKING STOCK GLOBAL

Preface: Technology means that a thousand files can sit on a computer's desktop and occupy less room than this book. As such, you might imagine that stationery – that old schoolroom stalwart – has no place in today's tech-savvy workspaces. However, stationery is about more than simply

keeping store cupboards stocked – these are the tools that your team will be using day in, day out. Essentials need to be built to last and should look and feel appealing to use, too. Whether yours is a company large or small, a good office begins with getting these small things right. And fortunately, there will always be a place in pen pots for office necessities that are made with quality in mind. Here are a few top-drawer ideas to get your own workplace collection started.

- 1 Craft Paper hang tag, rsvp-berlin.de
- 2 Rivoli envelope, rsvp-berlin.de
- 3 Pencil, staedler.de
- 4 Pencil sharpener, moebius-ruppert.com
- 5 Erasable pen, muji.net
- 6 Scalpel, swann-morton.com
- 7 Clutch pencil, faber-castell.com
- 8 Graphite stick, koh-i-noor.cz
- 9 Butterfly clips, stationery.sdi.com.tw
- 10 Bulldog clip, modulor.de
- 11 Magnifying loupe, modulor.de
- 12 MT tape, masking-tape.jp
- 13 Eraser, koh-i-noor.cz
- 14 Two-metre tape measure, stanleytools.com
- 15 Page markers, muji.net
- 16 Neon tape, modulor.de
- 17 Tape dispenser, jglinert.com
- 18 A4 pad, stalogy.jp
- 19 Mark's W-Note pen, marks.jp
- 20 A4 file, rsvp-berlin.de
- 21 Pencil, viarco.pt
- 22 Läufer rubber X-band, modulor.de
- 23 A5 notebook, muji.net
- 24 Rumo Duo ruler, rumold.de
- 25 Burnishing Bone paper folder, rsvp-berlin.de
- 26 Gachuck paper clipper, ohio.jpn.org
- 27 Penholder, rsvp-berlin.de
- 28 Single-sheet paper cutter, olja.com
- 29 Erasable pen, muji.net
- 30 Cotton twine, modulor.de
- 31 Bulldog clip, modulor.de
- 32 Chalk, jglinert.com
- 33 Pastel crayon, jglinert.com

