

# Pro Organizer Tool Kit Contents

Our organizer tool kit is mobile and contained in a tool bag purchased from a hardware store. Choose your favorite style. Add cases in your company's colour palette for extra pockets of categorization. Contents are listed in order of most useful in case you wish to take your time building your kit.

- SHARPIE FINE POINT PERMANENT MARKERS
  - 3M EXTRA STICKY POST-IT NOTES
  - PEN + NOTEBOOK OR DEVICE
  - MEASURING TAPE
  - UTILITY KNIFE
  - LABEL MAKER
  - LABEL TAPE (INVOICE CLIENT FOR )
  - DECORATIVE BASKET LABELS + HANGING TAGS (INVOICE CLIENT FOR)
  - LARGE DONATION BAGS, RECYCLING BAGS + GARBAGE BAGS (IDEALLY EACH A DIFFERENT COLOR)
  - ZIPLOC BAGS (IN VARIOUS SIZES)
  - 3M HOOKS (INVOICE CLIENT FOR)
  - CLEAR PLASTIC HANGING FILE FOLDER LONG TABS (INVOICE CLIENT FOR)
  - PLIERS (FOR REMOVING PEGS TO ADJUST KITCHEN CABINET SHELVES)
  - GLOVES (FOR DUSTY JOBS IN BASEMENTS + GARAGES)
  - Mallet (FOR BUILDING + ADJUSTING SHELVING UNITS)
  - STEP STOOL
  - MULTI-TIP SCREWDRIVER
  - SCISSORS
  - ALLEN KEYS (BOTH METRIC + IMPERIAL)
  - SCRAPER (FOR PEELING OFF OLD LABELS)
  - BINDER CLIPS
  - ELASTIC BANDS
  - VELCRO TIES + ZIP TIES
  - CLEAR TAPE
  - DOOR STOPPER
  - LEVEL (SMALL)
  - HAMMER + STUD FINDER
- Other important handy items to bring to each project include:
- SORTING BINS
  - CARDBOARD BOXES FOR DONATIONS
  - REUSABLE BAGS FOR CARRYING PRODUCT OR DONATIONS
  - FULL LUNCH TIN + WATER BOTTLE
  - SLIPPERS OR INDOOR FOOTWEAR
  - BANDAGES