

Post Office Supplies & Mailroom Checklist

Organize postage, envelopes, labels, and shipping supplies.

Mailroom inventory

Supply	Size/type	On hand	Reorder at	Location
Stamps				
Envelopes				
Mailing labels				
Boxes				
Tape				
Bubble mailers				
Certified mail forms				
Return labels				

Outgoing mail log

Date	Recipient	Service	Tracking #	Sent?
				[]
				[]
				[]
				[]
				[]
				[]