Tools you will need to set up your Paper Flow System

Your Starter Kit

You may have these items already or they will be available at your local stationery store.
If you have these ready to go when you start the course you will find it easier to get the system up and running right away!

Remember: **The system plus the tools = organised!**
(tick items required):

☐	In-tray	☐	Module 1
☐	Date Stamp	☐	Module 1
☐	8 Manila Folders	☐	Module 2
☐	Step File Holder	☐	Module 2
☐	2 x 5 Tabbed pockets	☐	Module 2
☐	4 x Lever Arch folders	☐	Module 3
☐	1 Archive Box	☐	Module 4
☐	Empty wine boxes	☐	Bonus Section

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