



Suggested supplies to get you started

- _____ Brother PT-D400 or PT-D600 Label Maker or equivalent
- _____ Brother TZe-231 PTouch Label Tape, 1/2 inch, (Black letters on white tape)
- _____ Manila Folders, Center Position, letter size (100 per box)

(Sometimes available only online at office supply stores)

- _____ Green Hanging folders, 3 tab, letter size (25 per box)
- _____ Green Box Bottom hanging folders, letter size (25 per box)

1"

2"

Depending on your file sizes and needs, order accordingly

- _____ 1/3 cut plastic tabs for hanging files (If not included with your hanging folders)
- _____ "AA" or "AAA" Batteries (6) depending on the label maker
- _____ Banker's boxes