OFFICE SUPPLIES!

Keeps your books, papers and computer off the floor

Rubber cement, Elmer's and stick are different types of __

Referred to as a "Universal Bonding Strip" in the movie Toy Story

What you sit on - hopefully it's comfortable

8.5x11 or 11x17 - it comes in many different colors too

Use a __ clip if you have too many papers for a stapler to handle

What you use if you make a mistake when writing in pencil

It's really filled with graphite, not lead

Dry erase and permanent __ in a rainbow of colors

Small, often spiral bound papers used for jotting information

Use this to bind sheets of paper together - watch your fingers!

Many people have __ cards with their contact information

Check this before you plan a trip or business date

A Rolodex is a type of __ __ for keeping important information

Mac or PC, every office has them now

Rock, paper, __

Use this to dispose of confidential information

How to cover up a mistake - invented my a Monkees' mom

If you want to put something in a binder you need a one of these

Temporary way to hold papers together

Land-based and cellular

You may need to print your presentation on __ for the overhead

Good for holding rolled documents, or shooting at each other

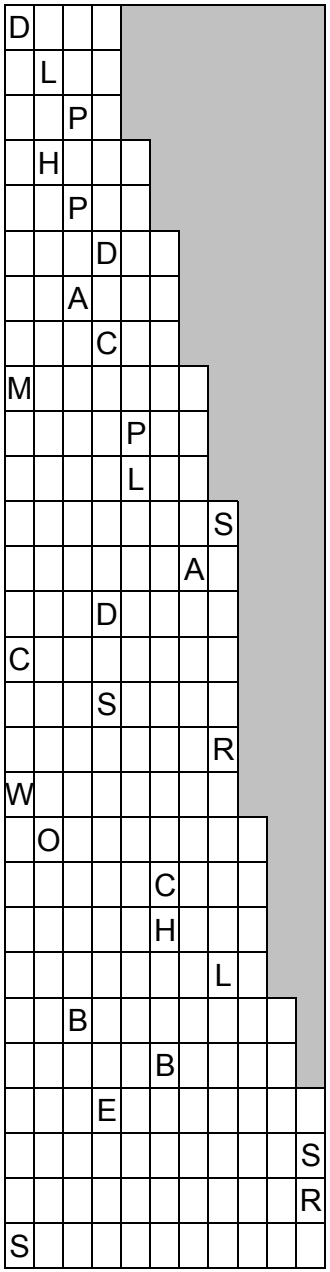
Can be used for leaving messages or diagramming ideas

Where hard copies of financial and personnel information may be kept

__ __ can be hanging or tabbed to help organize your papers

Neon colored marker for drawing attention to text

A great invention for leaving notes for yourself or others



N	O	T	E	P	A	D	C	A	R	D	F	I	L	E
H	S	C	I	S	S	O	R	S	N	N	B	T	R	Y
O	H	K	D	T	T	T	E	L	F	A	U	O	E	J
L	R	S	W	I	A	E	T	L	I	B	S	V	D	S
P	E	E	V	C	P	L	H	R	L	R	I	S	N	O
A	D	D	I	K	L	E	G	A	E	E	N	F	I	X
P	D	R	E	Y	E	P	I	D	C	B	E	S	B	T
E	E	A	W	N	R	H	L	N	A	B	S	R	W	H
R	R	O	F	O	I	O	H	E	B	U	S	E	H	R
I	A	B	O	T	F	N	G	L	I	R	C	K	I	P
A	S	E	I	E	E	E	I	A	N	R	T	R	T	E
H	E	T	L	S	D	T	H	C	E	R	U	A	E	N
C	R	I	S	A	D	A	R	E	T	U	P	M	O	C
O	F	H	C	N	U	P	E	L	O	H	L	A	U	I
E	F	W	P	A	P	E	R	C	L	I	P	G	T	L

Enter unused letters from puzzle, in order:

__ __ ☐ __ ☐ __ __ ☐ __ ☐ __ __

__ ☐ __ ☐ ☐ __ ☐ ☐ __ __ __ ☐

__ ☐ __ ☐ __ ☐ ☐ __ __ ☐ __

Copy boxed letters to form your hidden message:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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