

How to Create your own Office in a Box

- 1) Collect all the supplies. See the list below.
- 2) Print sections 1-10 and the resource section on regular paper. You can print these in colour or black and white. Choose the correct setting on your printer.
Sections can either be stapled together or binder clipped.

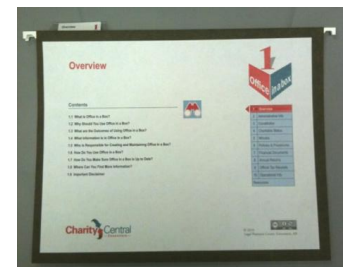
- a) Section 8 is broken into two parts. The first part contains sections 8.1 to 8.4, and the second part contains sections 8.5 to 8.8
- b) The resource section is broken into the following parts:
 - Glossary
 - Appendix A, which contains *A Guide To Searching Government Registries*, Income Tax Information Circular from the CRA, and
 - Appendix B, which is a complete set of the templates contained in the various sections. We recommend not stapling this section. Using a binder clip will make it very easy to use.

- 3) Print the labels as follows:

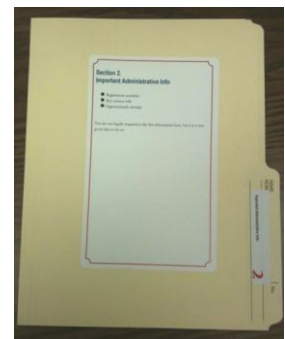
- a) Print labels for the plastic folder tabs using Avery 5167 labels*. Use the file named **DividerLabelsOnePage**
 - Adhere these to the plastic tabs
 - Attach the tabs to the hanging file folders



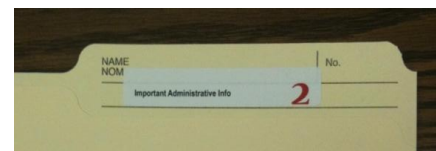
- b) Print all of the table of content stickers using Avery 5165/8165 labels³. Use the file named **ContentsStickers**. Adhere these to the hanging file folders.



- c) Print “place to file” stickers using Avery 6579 labels³. Use the file named **PlacetoFileStickers**. Adhere these to the fronts of the regular file folders.



- d) Print regular file folder labels for the tab areas using Avery 6505 labels². Use the file named **FolderLabels**. Adhere these to the regular file folders on the tab areas.



- e) Print the labels for the front of the box and the lid “checkout form” using Avery 6579 labels³. Use the file named **Box+Checkout**. Adhere these to the outside of the box and the inside of the lid.



- 4) Put it all together:
- Place 1 regular file folder into each of the following hanging file folders:
 - 2, 4, 6, 9
 - Place 2 regular file folders into each of the following hanging file folders:
 - 3, 8, Resources
 - Place 4 of the regular file folders into the hanging file folder for section 5
 - Place at least 1 file folder in each of the hanging file folders for sections 7 and 10. Depending on the needs of your organization, you may want to add more than just 1.

Note: Your organization can add more folders into any of the sections, depending on your needs.

Supplies Needed

Box that fits letter sized folders (Recommended: something that is plastic and sturdy, with a lid)

Letter sized hanging file folders – 11

Letter sized regular file folders – Minimum of 16

Plastic tabs for hanging file folders – 11

Avery 5167 labels* for plastic tabs – 11

Avery 6505 labels² for regular file folder tabs – 16

Avery 6579 labels³ for regular file folders – 10

Avery 5165/8165 labels³ for hanging file folders – 11

Binder clip for large stack of papers – 1/4” capacity

Note:

* If you don’t wish to buy these labels, you can write the information by hand onto papers that come with the tabs.

² If you don’t wish to buy these labels, you can write the information by hand onto the file folder tab areas.

³ Alternatively, you can print these files on paper. Then simply glue or tape the pages to the file folders or hanging file folders.

