Everything you need
to fulfill orders in-house

Must-Have Tools

☐ **1. Tape & Tape Gun**
Tape guns are an inexpensive and easy way to speed up the process of packing orders.

☐ **2. Boxes**
Boxes should be large enough to comfortably fit the products inside – but not too big or else your dimensional weight will cost you unnecessary money.

☐ **3. Packing Cushioning**
Protect your shipments with a filler material such as packing peanuts, bubble wrap, foam, specialty paper, or crinkle cut paper.

☐ **4. Storage Bins**
Keep everything organized in bins, so your products are easy to find and move.

☐ **5. Klever Safety Cutter**
Reduce the chance of injury to workers – and damage to merchandise – by opting for a Klever Kutter instead of a box knife.

☐ **6. Hand Trucks or Dollies**
Don't hurt your back! Use a hand truck or dolly to quickly and easily move containers between workstations.

☐ **7. Tape Measure & Scale**
Quickly & accurately calculate postage for shipping. (Don't estimate weight, or your carrier will invoice you for shipping surcharges to rectify the difference.)

☐ **8. Packing Table**
A clean, dedicated space with all of your packing needs within arm's length is crucial for efficiency.

Nice-To-Have Tools

☐ **1. Laser Printer**
As your business grows, consider dedicated hardware to print shipping and postage labels.

☐ **2. Barcodes**
Take organization to the next level with barcodes, so you can identify separate SKUs to pick & pack orders more quickly – and with more accuracy!

☐ **3. Tape Machine**
If you're sealing lots of boxes with stickers, you may eventually want to invest in a gum tape dispenser to save valuable time.