



WISH LIST 2016

Furniture

- Room dividers 5.5'H x 5"W
- Computer work stations (approx 45"x30") (5)
- Ergonomic secretarial chairs/arms (5)
- Wood storage cabinets (approx sizes 36x19"; 36x15"; 30x15")
- Round wood table (48" to 55") (1)
- Framed pictures

Kitchen Supplies

- Foam cups (8oz)
- Kleenex
- Paper towels
- Tea (regular and decaf)
- Coffee (regular and decaf)
- Apple cider – individual packets
- Hot Chocolate – individual packets
- Paper plates (small and dinner size)
- Plastic silverware
- Napkins

Equipment

- Flat screen television 60" or larger for displaying presentations
- Laptop – Windows (2)
- Phone headsets (4)
- Computer speakers (3)
- Amplifier for computer speakers

Resources

Subscriptions: Print

- Crain's Chicago Business
- Wall Street Journal

Subscriptions: Online

- One Source
- ReferenceUSA[™]
- Directory of Executive Recruiters
- Hoover's

Office Supplies

- Manila Folders (1/3 cut assorted)
- Copier and printer paper (20/22 lb, 96/98 bright)
- Sticky notes – all sizes
- Pens
- Pencils

Hours: M W T H F 9:30 am – 4:30 pm / TU 4:00 pm – 9:00 pm

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