

- ✓ **First aid kit**
This comes in handy for a runner in case of emergency at work.



- ✓ **Paper clips**
Runners work revolves around paperwork and it is always advisable to keep sufficient paperclips handy be it any department.



- ✓ **Photocopy machine**
Although it is not possible for a runner to get their own copy machine, maintaining the one provided by the company along with keeping sample sheets in inventory.



- ✓ **Stationary**
Pens, papers, staples and scissors are the tools that come in handy for a runner in day to day task at work.



- ✓ **File folder**
This helps in sorting all important documents and storing safely in a file folder.



- ✓ **Contact list or distro list**
It is imperative for a runner to know the contacts of all the stakeholders in order to accept or receive messages or even to deliver them.



- ✓ **Vehicle**
There can be tasks which involves collecting important files, documents or even packages from an external stake holder. A personal vehicle or one provided by the company makes it easier and less time consuming to complete the task.

