



What are work from home essentials?

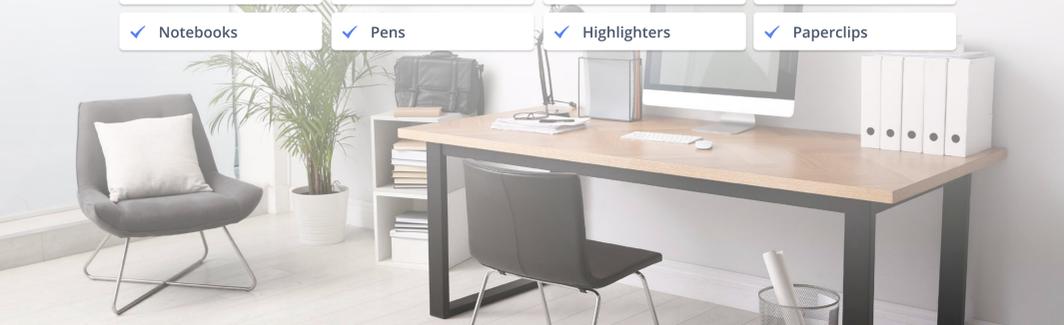
Work from home essentials are the things that you need to work from home productively. These items include all of the things that you would typically need in the office to do your job most effectively and efficiently. We've put together this checklist for your employees of some of our recommended purchases.



What do my workers need?

What your workers need to be their most productive, fluctuates heavily between employees. Giving your employees freedom to choose what they need most is being adopted by leading companies, and helps foster a great relation between your company and employees. Some things considered to be essential for remote workers are:

- ✓ Laptops
- ✓ Ergonomics
- ✓ Headset/microphone
- ✓ High speed internet
- ✓ Storage needs
- ✓ Small potted plants
- ✓ Printers & ink
- ✓ Filing cabinet
- ✓ Notebooks
- ✓ Pens
- ✓ Highlighters
- ✓ Paperclips



How often do employees need work from home essentials?

Depending on what your employees do for work, their needs will be different. Some of your employees may be more reliant on simply having paper and printing materials where as others need desks and other ergonomic support for health reasons. Issuing a stipend for each employee is great way to make sure their consumable office supply needs are met.



How much should an employee receive for a work from home essentials stipend?

Traditionally, the average cost per employee for office supplies will vary depending on the size of your company. The more office supplies you are purchasing, the better discounts you will typically receive. Small Business Chronicles estimates that the average cost per employee for office supplies is \$23 - \$27 / month for consumable office supplies. If your company is not a high user of paper, the average cost is around \$17, or \$200/year. However, keep in mind that your remote employees will be buying their office supplies at retail prices.



How can I provide this program for remote teams?

Step One Set your allowance & extra budgets

Set a recurring allowance for your employees consumable office supply needs. Distribute this allowance for them to spend freely.

We recommend an average \$20 per month, per employee

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Set other budgets for one-off purchases. Most of the time these allowances are reserved for employee requests but can be given as an allowance too.

We recommend budgeting \$200 per year, per employee

Step Two Set up your stipends

Decide where you would like to allow your employees to spend their office supplies stipend. You can restrict their spending to however many office supply vendors that you wish. See below for a full example of some of the work from home essential options we have available for verified services.

Step Three Set up payment so employees can start spending

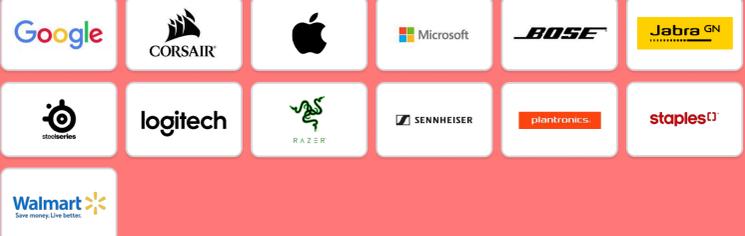
After processing your stipend amounts via ACH, we will provide you a link to send to your employees. After clicking on this link and filling in their name and company email address, they will have access to their unique stipend cards to begin benefiting from the program you've created!

Where should employees spend a work from home essentials stipend?

Computer peripherals

Your employees may need help getting set up with good peripherals for their computer. This could include headset & microphones, keyboards, monitors, laptops, and ergonomic options.

Höppier defaults:



Office Stationary

The most common consumable working from home category, many of your employees will need help making sure they have the basics like pencils, post-it's and paper.

Höppier defaults:



Office Furniture

Many of your employees will need help with furniture for their home office. Providing options to furnish the home office can help make their house feel like a more productive working space.

Höppier defaults:



Internet providers

Employees working from home appreciate contributions to common shared expenses, like internet. For remote workers it's common to sponsor up to 50% of the cost of utilities that the employee uses for work.

Höppier defaults:

