

BIZ TRAVEL

DEPARTURE DATE / RETURNING DATE /
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DESTINATION

TO THE AIRPORT

CONFIRMATION # _____

CONTACT _____ PHONE _____

BOOKED CONFIRMED COST \$ _____ PAID

FLIGHTS

CONFIRMATION # _____

CONTACT _____ PHONE _____

BOOKED CONFIRMED COST \$ _____ PAID

FLIGHTS

CONFIRMATION # _____

CONTACT _____ PHONE _____

BOOKED CONFIRMED COST \$ _____ PAID

HOTEL

ADDRESS _____

RSVN # _____

BOOKED CONFIRMED COST \$ _____ PAID

HOTEL

ADDRESS _____

RSVN # _____

BOOKED CONFIRMED COST \$ _____ PAID

CAR

ADDRESS _____

RSVN # _____

BOOKED CONFIRMED COST \$ _____ PAID

FROM THE AIRPORT

CONFIRMATION # _____

CONTACT _____ PHONE _____

BOOKED CONFIRMED COST \$ _____ PAID

BASICS

	PACKED	MISC	PACKED
UNDER GARMENTS # _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
NYLONS/STOCKINGS # _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
SOCKS # _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
HAIR APPLIANCES _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
BRUSH/COMB _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
TOOTHBRUSH/FLOSS/PASTE _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
MAKEUP _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
TOILETRIES _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
RAZOR _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
VITAMINS/MEDICATION _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
TRAVEL STEAMER _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
SACK FOR DIRTY CLOTHES _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
LAPTOP _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
CHARGING CORD _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
BUSINESS CARDS _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
BUSINESS COLLATERAL _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
LEAVE BEHINDS (IE. PENS, NOTEPADS, SWAG) _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
SLIDE DECK/PRESENTATION _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
BUSINESS CREDIT CARD _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
HEADPHONES/BLEETOOTH _____	<input type="checkbox"/>	_____	<input type="checkbox"/>
PHONE/CHARGER _____	<input type="checkbox"/>	_____	<input type="checkbox"/>

LET'S PACK!

	DAY	EVENING
	PACKED	PACKED
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
MISC	<input type="checkbox"/>	<input type="checkbox"/>

	DAY	EVENING
	PACKED	PACKED
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
DATE		
TOP	<input type="checkbox"/>	<input type="checkbox"/>
BOTTOMS/DRESS	<input type="checkbox"/>	<input type="checkbox"/>
ACCESSORIES	<input type="checkbox"/>	<input type="checkbox"/>
SHOES	<input type="checkbox"/>	<input type="checkbox"/>
MISC	<input type="checkbox"/>	<input type="checkbox"/>

TRIP NOTES

Dotted lines for writing trip notes.

TRIP TAKEAWAYS

Dotted lines for writing trip takeaways.

MAIL/NEWSPAPER ARRANGEMENTS MADE: MAIL PAPER

KEEP DELIVERING STOP DELIVERY

PICKED UP BY _____ PHONE _____

PETS ARRANGEMENTS MADE: PET SITTER BOARDING

NAME _____ PHONE _____

PET FOOD/SUPPLIES PACKED INSTRUCTIONS GIVEN

HOUSE & GARDEN

- LIGHTS ON TIMER
- SPRINKLERS SET
- CLEAN OUT FRIDGE
- _____
- _____
- _____
- GARBAGE OUT
- CLOSE CURTAINS/BLINDS
- LOCK WINDOWS & DOORS
- _____
- _____
- _____

HOUSE SITTER _____ PHONE _____

KEY & INSTRUCTIONS GIVEN