

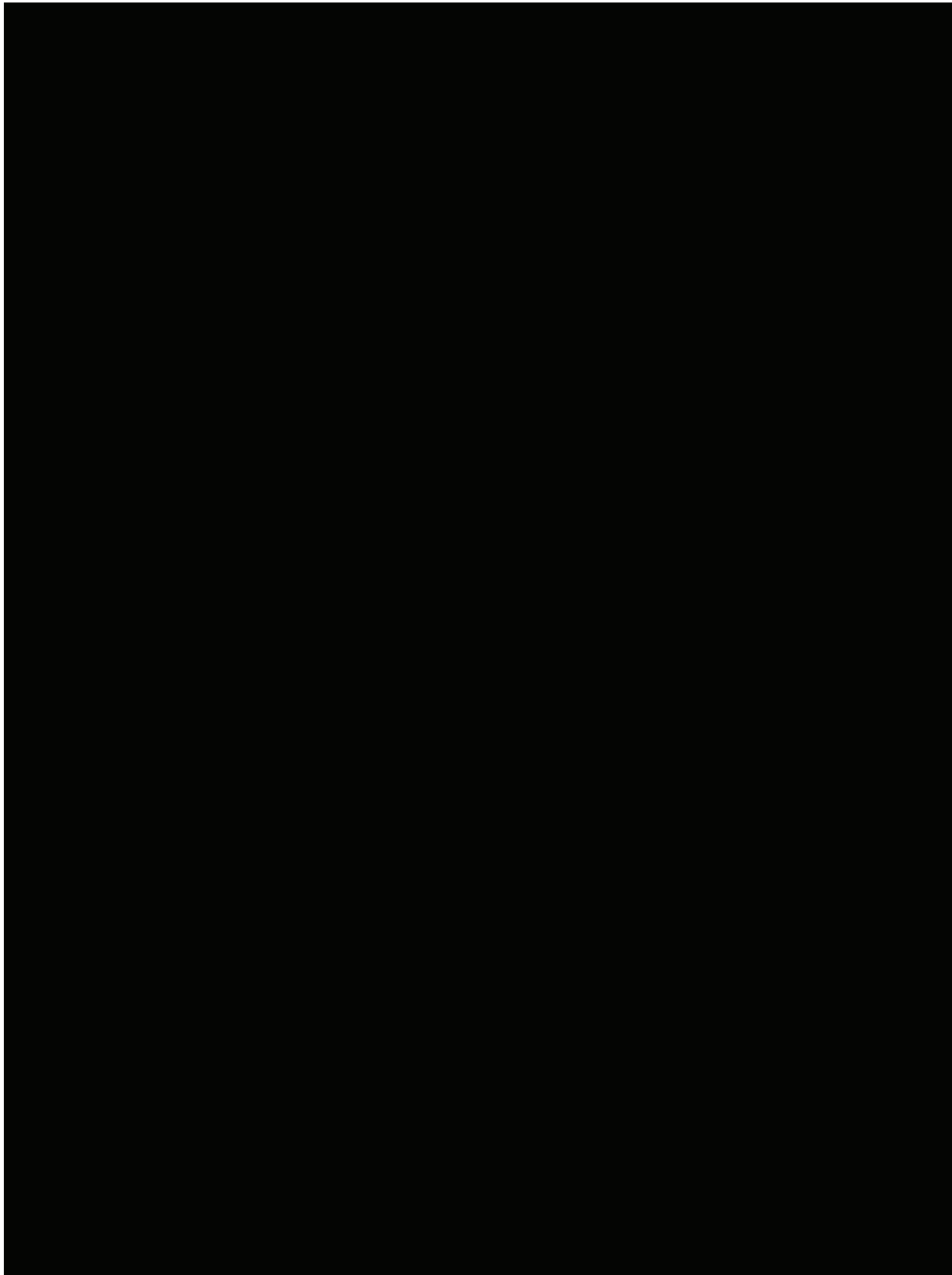
Ahoy
Matesy





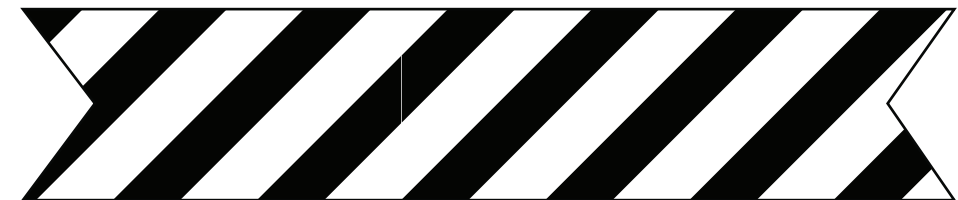
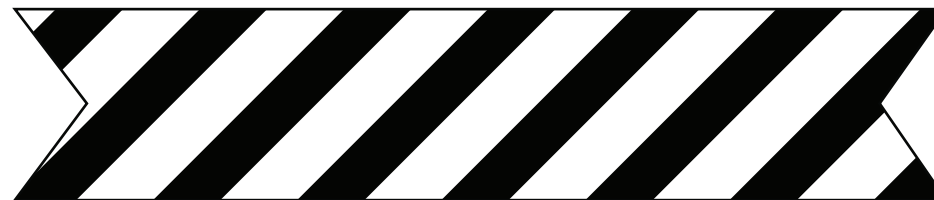
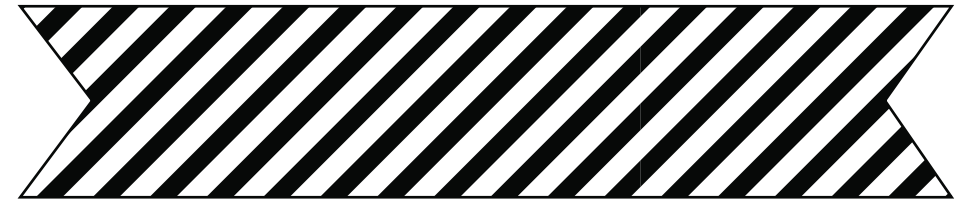
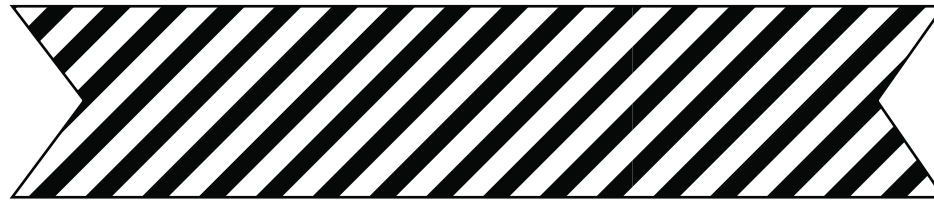
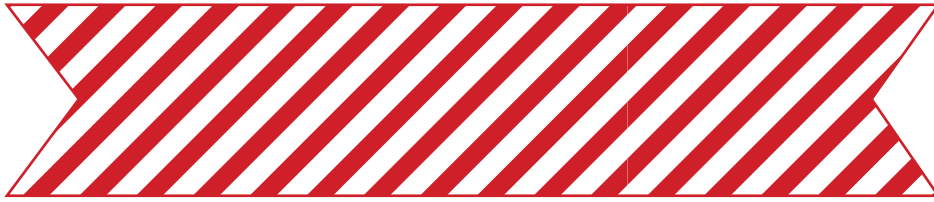


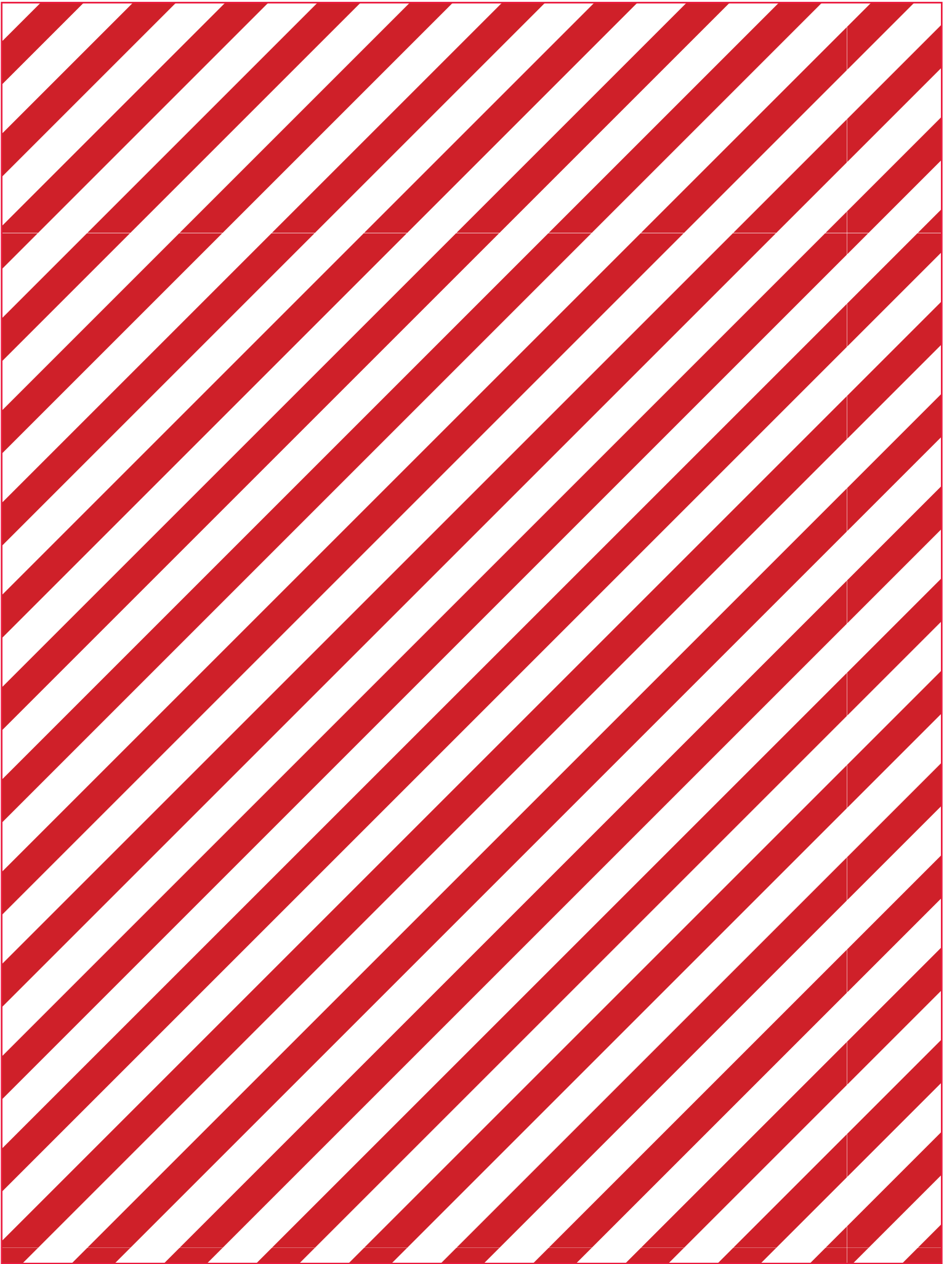


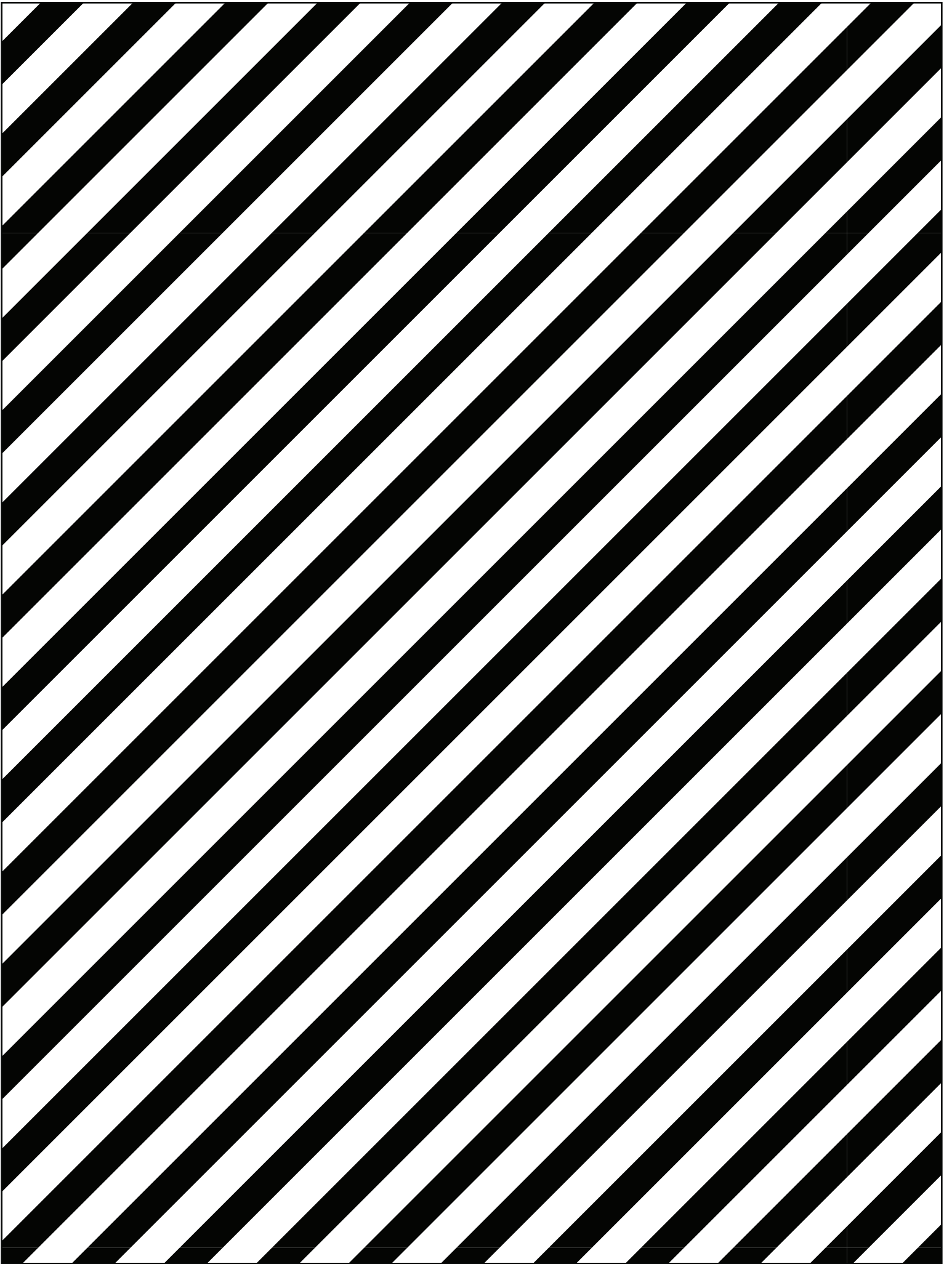


PARTY FLAGS:: Print on heavy white cardstock, cut, wrap around lollipop sticks, straws or toothpicks.

Love the day
by LINDI HAWS







The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every receipt, invoice, and bill should be properly filed and dated. This not only helps in tracking expenses but also provides a clear audit trail. The text suggests using a systematic approach, such as alphabetical or numerical filing, to ensure that documents are easy to locate when needed.

Next, the document addresses the issue of document retention. It explains that certain records must be kept for a specific period of time, often dictated by legal requirements or industry standards. For example, tax records should typically be retained for at least seven years. The text provides a checklist of common documents that should be kept, including contracts, legal correspondence, and financial statements.

The second part of the document focuses on the organization of physical files. It recommends using sturdy, fire-resistant filing cabinets to store important documents. The text also discusses the importance of labeling files clearly and consistently. This includes using dividers to separate different sections of a file and labeling each divider with the name of the document or project. Additionally, the document suggests creating a master index or directory to list all the files and their locations, which can be particularly useful for large collections of documents.

Finally, the document touches upon the importance of regular backups and security measures. It advises keeping copies of critical documents in a secure, off-site location to protect against data loss due to fire, theft, or other disasters. The text also mentions the use of password protection and secure email services to ensure that sensitive information remains confidential. Overall, the document provides a comprehensive guide to effective document management, covering everything from initial filing to long-term storage and security.

PARTY BANNER:: Print on heavy white cardstock, cut, punch a hole in the top corners and string together with ribbon.

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DRINK LABELS:: Print on regular white printer paper and wrap around Water Bottles, Cups, etc.. Adhere with double sided tape or glue dots.

love the day
by LINDI HAWS



NAPKIN WRAPS:: Print on heavy white cardstock, cut, wrap around a napkin & tape.

love the day
by LINDI HAWS



FAVOR TAGS: Print on heavy white cardstock, cut and attach to party favors.

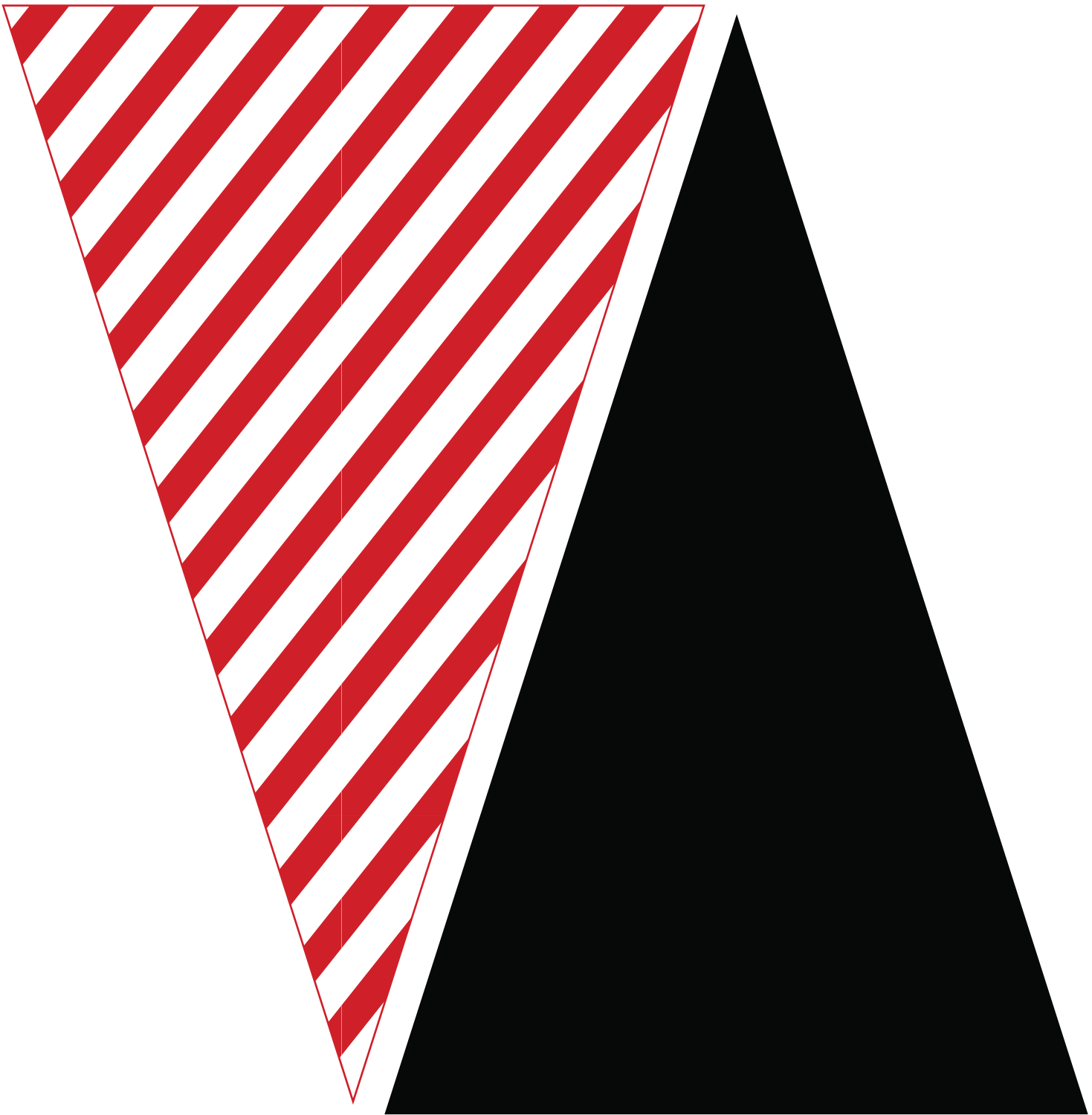


8X5" SIGNS:: Print on heavy white cardstock, cut, and place in 8X5" frames.

Love the day
by LINDI HAWS



PENDANT BANNER:: Print on heavy white cardstock, cut, punch a hole in the top corners and string together with ribbon.



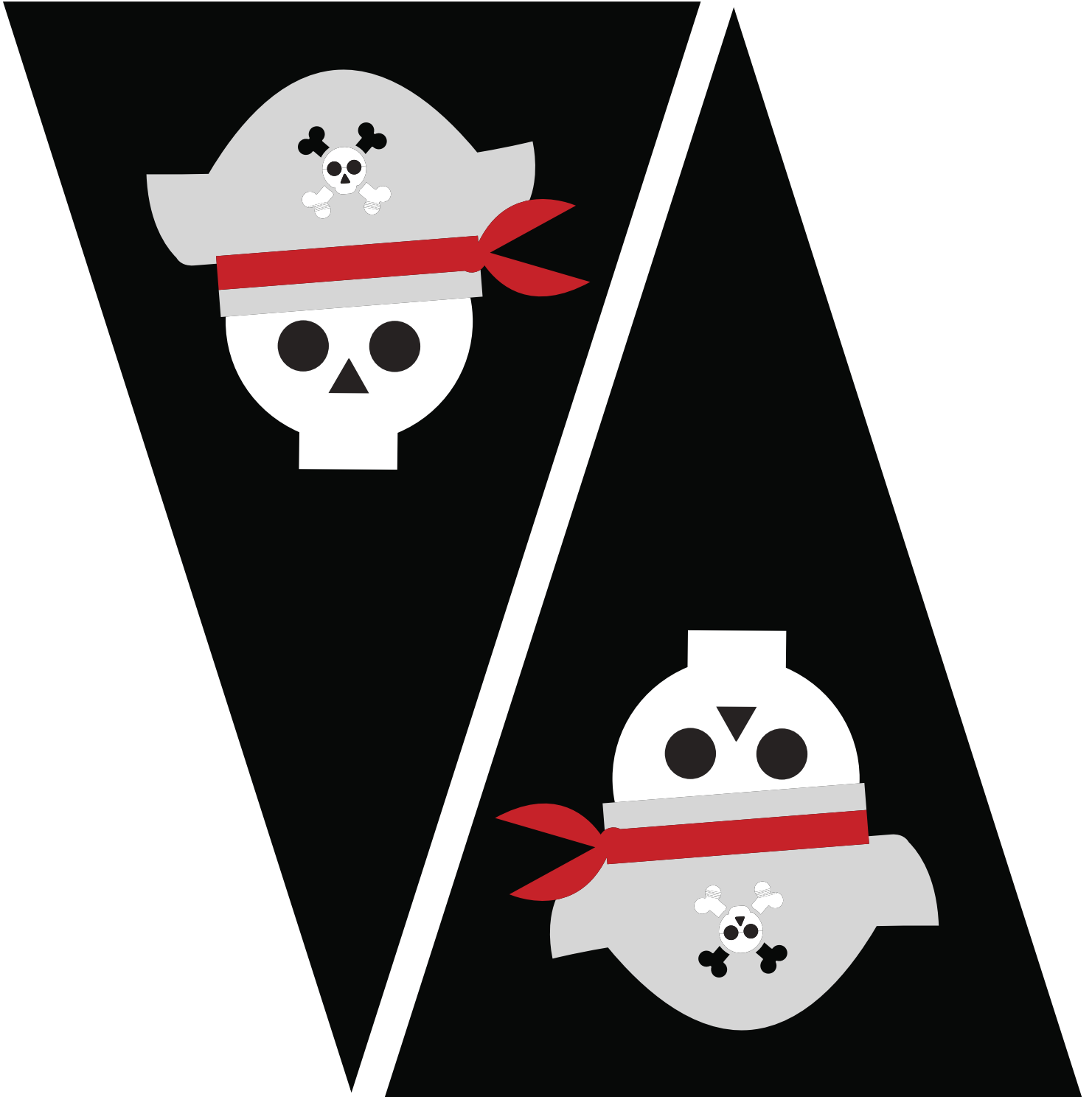
PENDANT BANNER:: Print on heavy white cardstock, cut, punch a hole in the top corners and string together with ribbon.

love the day
by LINDI HAWS



PENDANT BANNER:: Print on heavy white cardstock, cut, punch a hole in the top corners and string together with ribbon.

love the day
by LINDI HAWS



FAVOR BOX:: Print on heavy white cardstock, cut, fold on the white lines, and adhere the two pieces together on the flaps.



FOLD OVER LABELS.: Print on heavy white cardstock, cut, fold along the red line and place over a bag full of yummy treats!

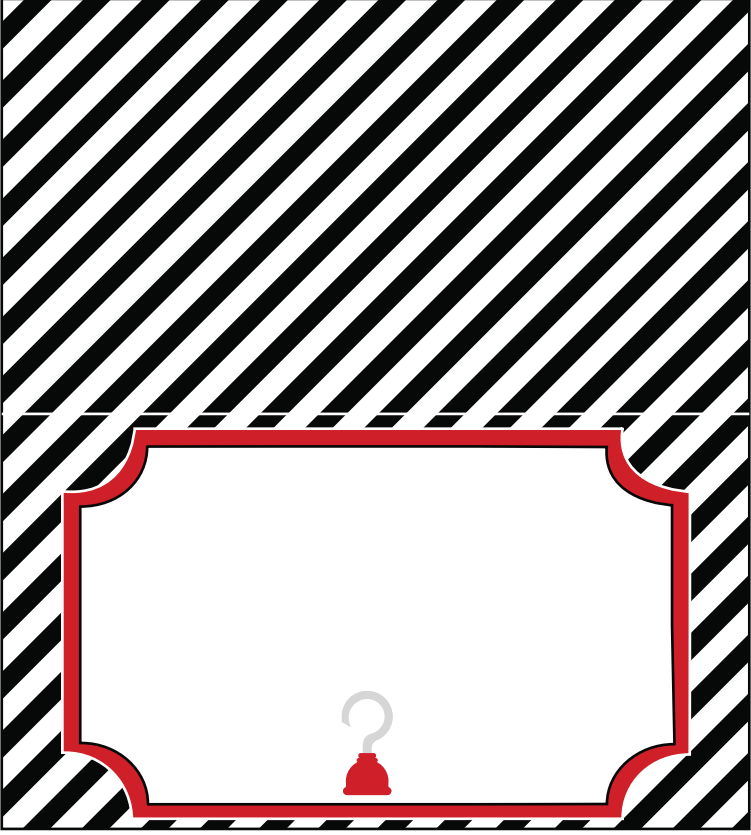
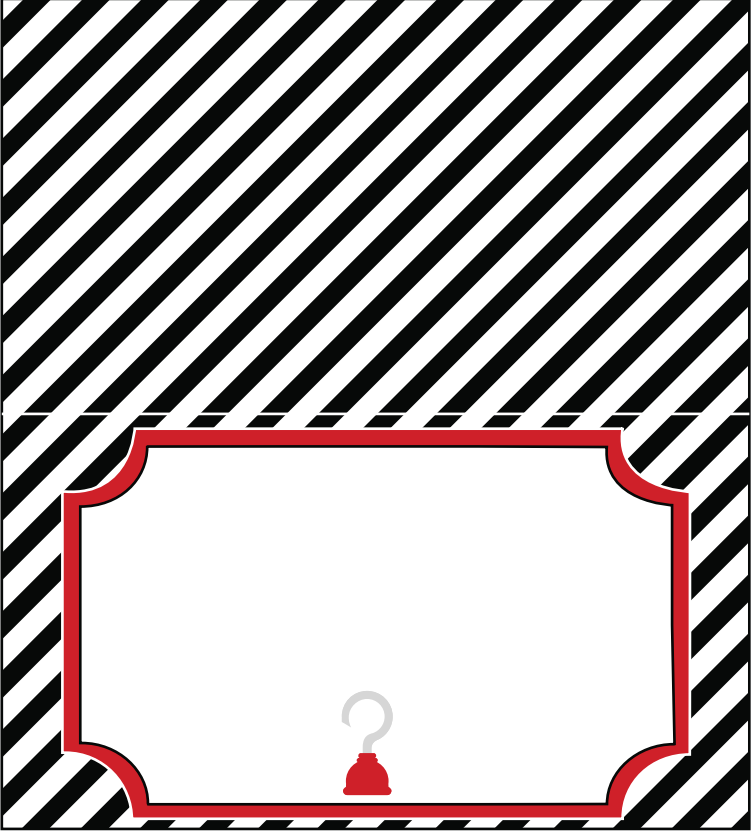
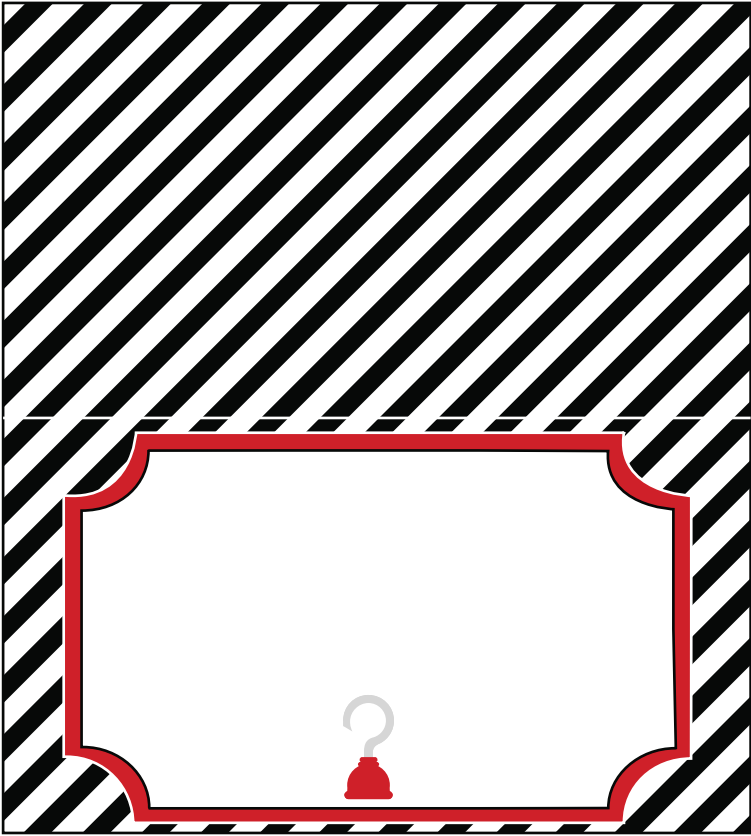
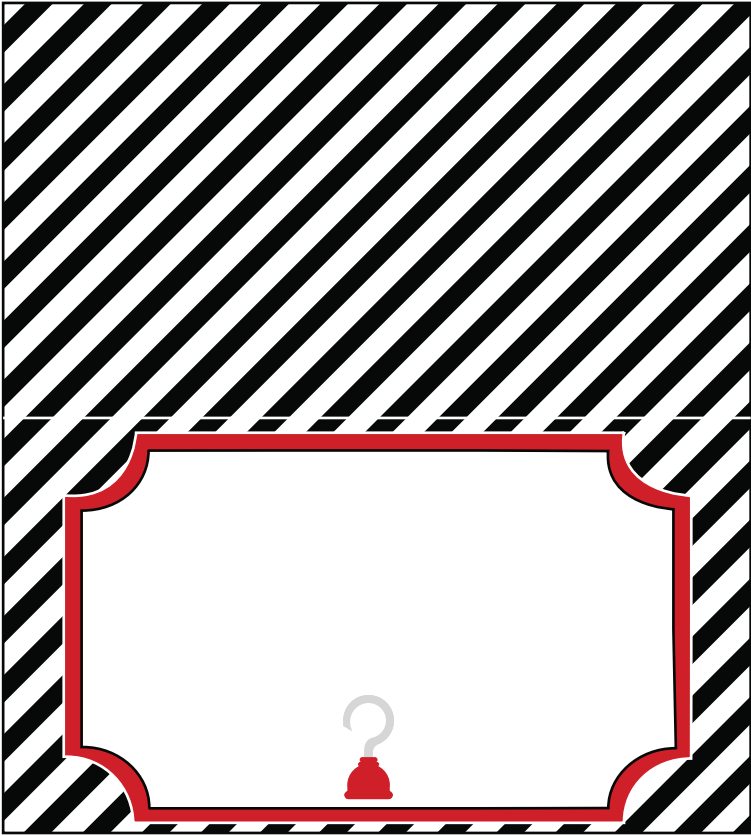


PARTY TAGS:: Print on heavy white cardstock, punch with a 2" scallop or circle punch or cut squares as is!

Love the day
by LINDI HAWS

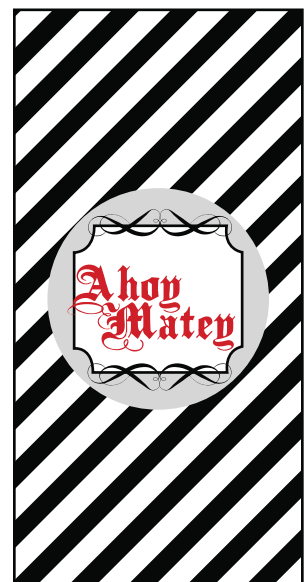
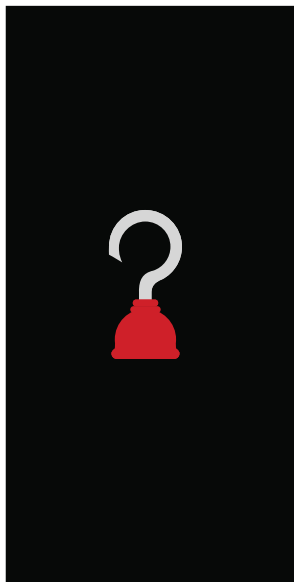
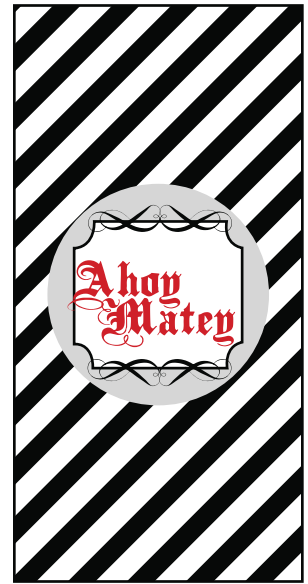


FOOD TENT CARDS: Print on heavy white cardstock and fold along the red line.



MINI CANDY BAR WRAPPERS:: Print on regular white printer paper and wrap around Hershey Minatures. Adhere with double sided tape or glue dots.

love the day
by LINDI HAWS



THANK YOU CARDS:: Print on heavy white cardstock, cut, write a sweet note and send.





