

FREE DOWNLOAD

Important Documents Checklist Binder

WWW.DALLASORGANIZER.COM
KYM CALLOWAY

What You'll Need

- 1 Premium Quality Side Ring Binder
- 30 Premium Quality Sheet Protectors
- 10 Top or side Dividers or Tabs
- Labeler & Label Tape

Card Stock Because this binder is used often I recommend you purchase Premium/Heavy Duty supplies.

Plastic 1" Everbind Binder from Office Depot.

This binder is \$10~.

It won't rip, get flimsy from wear & tear nor will it start to deteriorate if it happens to get wet.

The sheet protectors matter a lot as well.

Avery or Walmart brand sheets are flimsy and tear easily.

I purchase premium heavy duty sheet protectors from Costco 100 for \$12

(This is one of those cases where you get what you pay for)