

PRETTY PAPERWORK

The New Year has begun and I like many of us have a few New Years resolutions. A high priority on my list is to keep all our important documents for both our home & our business organised.

Now, this can be a difficult resolution to keep if administration is not your thing. hopefully the labels we have designed that are available for download here will help you to categorize and keep your documents together in a pretty filing system. The best part is when you are looking for a specific piece of paper work you are more likely to find it.

SHOPPING LIST :

1. White Lever Arch Files with label pocket on the spine.
2. A3 thick card paper stock.
3. 1 x craft knife, scissors, ruler & cutting mat.
4. Large glass cookie jar
5. Ribbon

DIRECTIONS : Lever Arch File Labels

1. Download and print page 2 - 4 of this Pretty Paperwork pdf on A3 card.
2. Cut the labels along the outer line.
3. Slide the label in the label pocket on the spine of each file.

DIRECTIONS : Receipt Jar





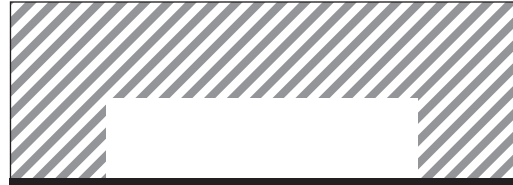




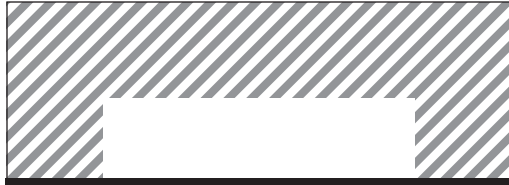




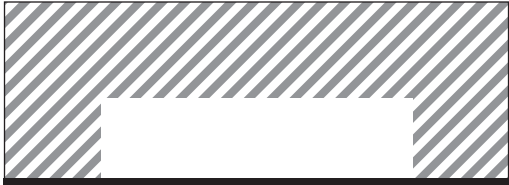
1. Download and print page 5 of this Pretty Paperwork pdf on A3 card.
2. Cut the buttons along the outer line.
3. Cut a small slit on either side of the circle & feed ribbon through.
4. Attach the button with the ribbon to the cookie jar.

{ FREE PRINTABLES } PLEASE NOTE:

All the freebies made available by ELEPHANTSHOE are created for personal use only. Commercial use of these designs are strictly prohibited. You are therefor able to use these designs in any way as long as it is not meant to generate profit. You may not use the designs for business purposes or for your branding. Alterations to or redistribution of the files are prohibited. Please reference ELEPHANTSHOE or direct to our blog should you want to share the freebies on your website or blog.

<http://blog.elephantshoelove.com>







TAX DOCUMENTS

my office
.....
2013

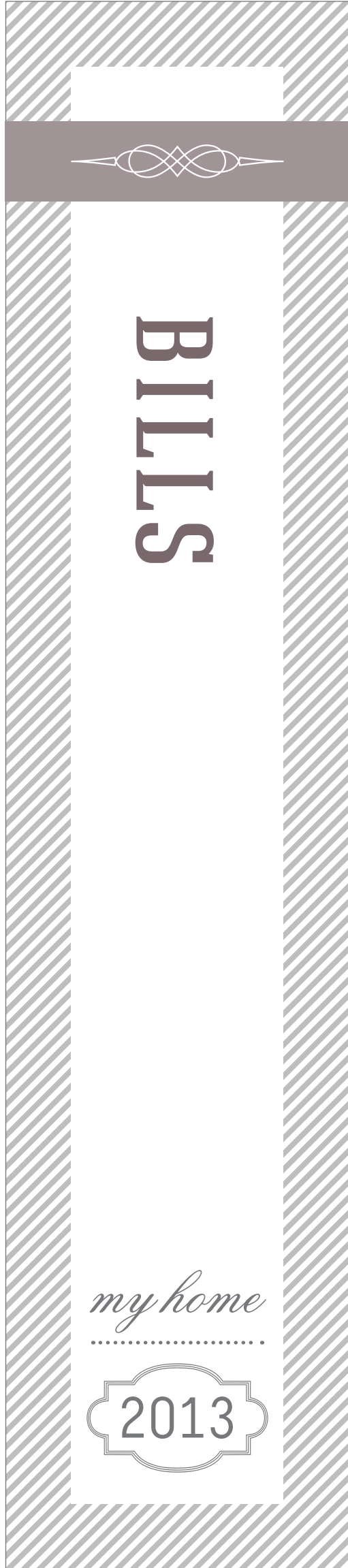
This label features a decorative border with diagonal hatching. At the top, there is a white rectangular area. Below it is a black horizontal band containing a white decorative icon. The main text 'TAX DOCUMENTS' is centered in a bold, sans-serif font. At the bottom, there is a white rectangular area containing the text 'my office' in a cursive font, followed by a dotted line and the year '2013' inside a decorative frame.



BANK STATEMENTS

my office
.....
2013


This label features a decorative border with diagonal hatching. At the top, there is a white rectangular area. Below it is a black horizontal band containing a white decorative icon. The main text 'BANK STATEMENTS' is centered in a bold, sans-serif font. At the bottom, there is a white rectangular area containing the text 'my office' in a cursive font, followed by a dotted line and the year '2013' inside a decorative frame.



BILLS

my home
.....
2013

This label features a decorative border with diagonal hatching. At the top, there is a white rectangular area. Below it is a grey horizontal band containing a white decorative icon. The main text 'BILLS' is centered in a bold, sans-serif font. At the bottom, there is a white rectangular area containing the text 'my home' in a cursive font, followed by a dotted line and the year '2013' inside a decorative frame.



RECEIPTS

my home
.....
2013



TAX DOCUMENTS

my home
.....
2013



BANK STATEMENTS

my home
.....
2013

