



## DIY : 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.

### *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.*

### {SHOPPING LIST}

WHITE LEVER ARCH FILES  
{with label pocket on the spine}

A3 THICK CARD PAPER STOCK

1 X CRAFT KNIFE

SCISSORS

RULER & CUTTING MAT

LARGE GLASS COOKIE JAR


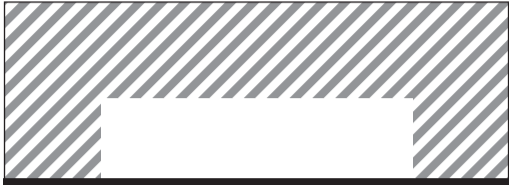
RIBBON

VISIT our shoppe & purchase some of the goodies you may need to create this DIY  
[www.elephantshoe.com](http://www.elephantshoe.com)

{ FREE PRINTABLES } PLEASE NOTE:


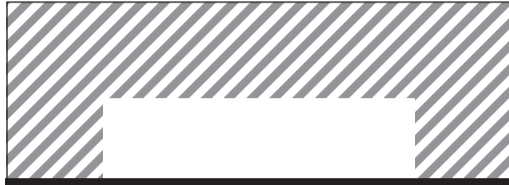
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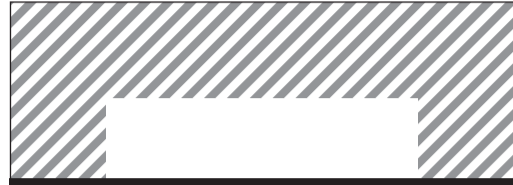
**QUOTATIONS**

*my office*  
.....  
2014




**INVOICES**

*my office*  
.....  
2014



**RECEIPTS**

*my office*  
.....  
2014



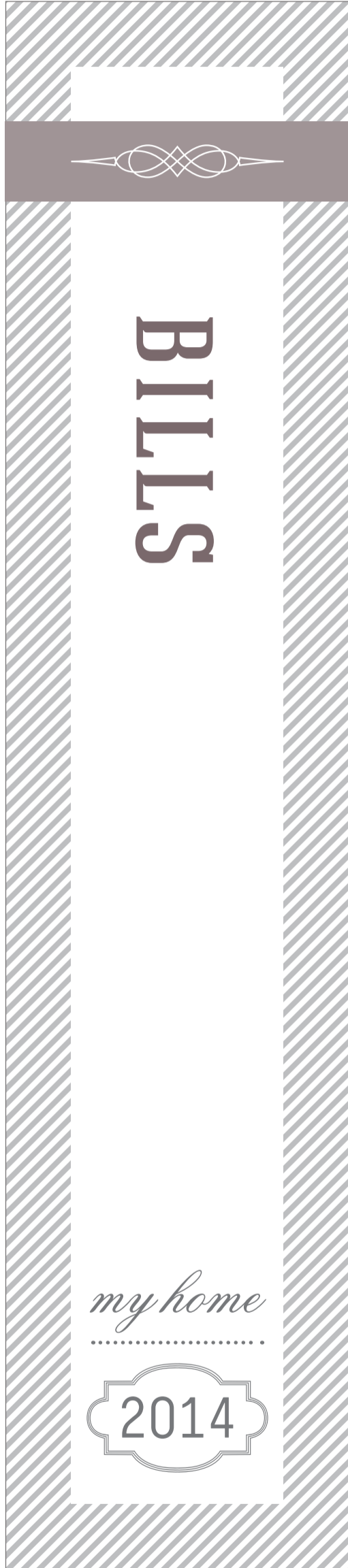
TAX DOCUMENTS

*my office*  
.....  
2014



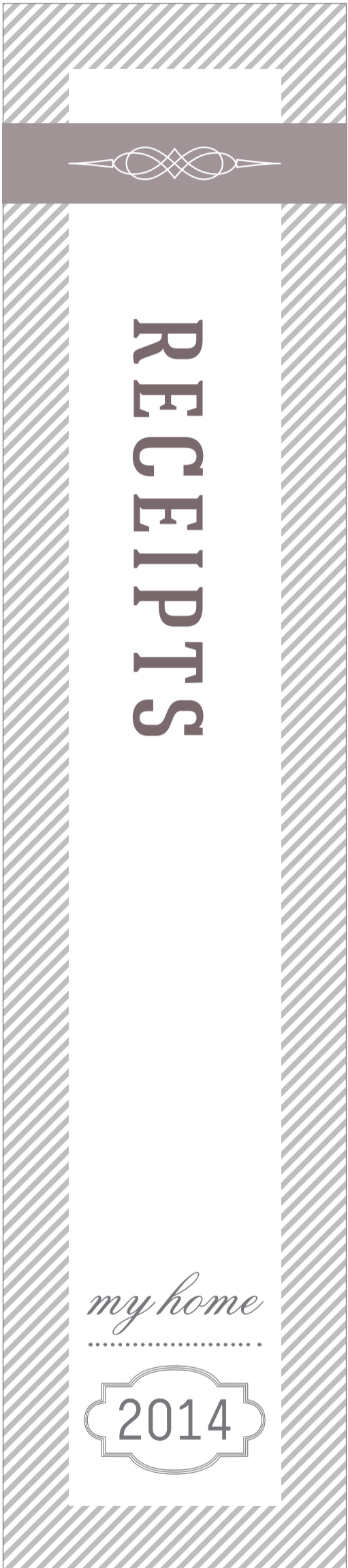
BANK STATEMENTS

*my office*  
.....  
2014



BILLS

*my home*  
.....  
2014



RECEIPTS

*my home*  
.....  
2014

This label template features a diagonal hatched border. At the top, there is a dark brown horizontal band with a white decorative flourish. The word "RECEIPTS" is printed in large, bold, black, sans-serif capital letters in the center. At the bottom, the text "my home" is written in a cursive font, followed by a dotted line and the year "2014" inside a decorative, rounded rectangular frame.



TAX DOCUMENTS

*my home*  
.....  
2014

This label template features a diagonal hatched border. At the top, there is a dark brown horizontal band with a white decorative flourish. The words "TAX DOCUMENTS" are printed in large, bold, black, sans-serif capital letters in the center. At the bottom, the text "my home" is written in a cursive font, followed by a dotted line and the year "2014" inside a decorative, rounded rectangular frame.



BANK STATEMENTS

*my home*  
.....  
2014

This label template features a diagonal hatched border. At the top, there is a dark brown horizontal band with a white decorative flourish. The words "BANK STATEMENTS" are printed in large, bold, black, sans-serif capital letters in the center. At the bottom, the text "my home" is written in a cursive font, followed by a dotted line and the year "2014" inside a decorative, rounded rectangular frame.

