

WHERE IS YOUR STUFF?

We plan for the worst and hope for the best – have you thought about how you communicate where your important documents are, or even the spare keys when you aren't around to provide instructions?

ITEM/DOCUMENT	WHERE IS IT?	WHO TO CONTACT?	ADDITIONAL INSTRUCTIONS
<i>House keys</i>	<i>Top left draw – upstairs cabinet - hallway</i>		
<i>Will</i>	<i>Study, blue folder, bottom draw</i>	<i>Solomon's (Domonic Thomas, Financial Advisor)</i>	
<i>Password book</i>	<i>Study, desk draw (dark red)</i>		

ACTION: Save this as a PDF, send Solomon's a copy and share it on the portal.

