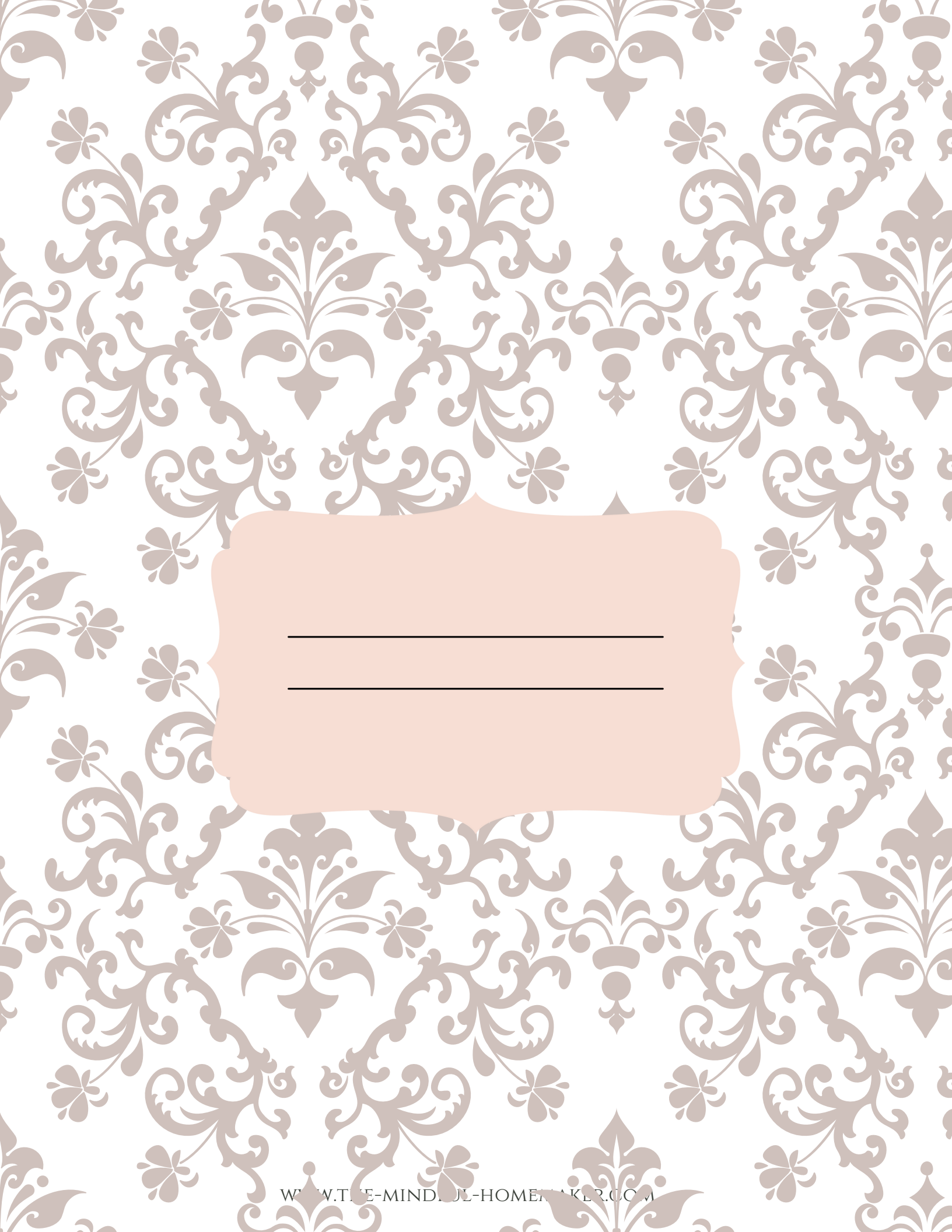




HOME MANAGEMENT BINDER



HOME MANAGEMENT BINDER

A comprehensive Family Organisation System

Household Information

Household Contacts
Emergency Contacts
Home Information Sheet
Utility Company Information
Wi-Fi & Password Tracker
Key Inventory

Finances

Monthly Budget planner
Bill Payment Checklist
Subscription Tracker
Debt Payoff Tracker
Savings Tracker
Bank Account Information
Insurance Policies Summary

Home Maintenance

Maintenance Schedule
(Annual)
Maintenance Log
Appliance Information
Home Improvement
Projects
Paint & Finish Guide

Meal Planning

Weekly Meal Plan
Monthly Meal Plan
Grocery List- Store Layout
Grocery List- Simplified
Master grocery List
Pantry Inventory
Freezer Inventory
Favourite Recipes Online
Favourite Recipes By Book
Favourite Soups & Salads
Favourite Appetisers & Snacks
Favourite Main course &
Desserts
Favourite Side Dishes

Cleaning & Organisation

Daily Cleaning Checklist
Weekly Cleaning Schedule
Seasonal Decluttering
Checklist
Home Inventory
Donations Log

Family & Kids

School Information
Extracurricular
Activities
Medical Information
Chore Chart
Babysitter Info Sheet
Pet Information

HOME MANAGEMENT BINDER

A comprehensive Family Organisation System

Schedules & Plans

Annual Calendar
Monthly Calendar
Weekly Schedule
To Do List
Project Planning Sheet
Important Dates

Emergency Info

Evacuation Plan
Emergency Kit
Checklist
Fire Safety Plan
First Aid Inventory

References & Notes

Password Tracker
Important Documents
Checklist
Warranty & Receipt's File
Homeowner's Manual
Gift Planner
Blank Notes Page
Lined Notes Page
Dotted Notes Page

Thank You!

For downloading this Home Management Binder.
This Binder was created with a lot of thought and love.
I wanted to create a comprehensive Organisational
system that would help busy moms.
If you have any questions or just want to say 'Hi',
drop me a line!

*xoxo,
Tara*

HOUSEHOLD INFORMATION

Household Contacts

Full Name:

Date of Birth:
.....

Mobile Phone:
.....

Home Phone:
.....

Email Address:
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Employer/School:
.....

Emergency Contact:
.....

Work/School Phone:
.....

Work/School Address:
.....

Full Name:

Date of Birth:
.....

Mobile Phone:
.....

Home Phone:
.....

Email Address:
.....

Employer/School:
.....

Emergency Contact:
.....

Work/School Phone:
.....

Work/School Address:
.....

HOUSEHOLD INFORMATION

EMERGENCY CONTACTS

Nearest Hospital
Name:

Address:

Phone Number:

Police:

Local Fire Department:

Regular Veterinarian:

Out-of-Town Contacts:

Family Doctor
Name:

Address:

Phone Number:

Local Police (Non-Emergency):

Poison Control Center:

Emergency Veterinarian:

Trusted Family Members/Neighbours:

Pediatrician:

HOUSEHOLD INFORMATION

HOME INFORMATION SHEET

Home Address:

.....
.....
.....
.....

Real Estate Agent Name/Agency:

.....

Home Insurance Provider:

.....

Date Purchased:

.....

Policy Number:

.....

Purchase Price:

.....

Home Alarm Company Info:

.....

Mortgage Lender Name:

.....

Loan Officer Contact:

.....

Notes:

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A decorative border with a repeating floral and scrollwork pattern in a muted purple color surrounds the central white content area.

HOUSEHOLD INFORMATION

UTILITY COMPANY INFORMATION

Utility company Name:

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Utility company Phone:

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Utility company Address:

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Utility company Name:

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Utility company Phone:

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Utility company Address:

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Utility company Name:

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Utility company Phone:

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Utility company Address:

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Utility company Name:

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Utility company Phone:

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Utility company Address:

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HOUSEHOLD INFORMATION

KEY INVENTORY

Key Holder Name:

.....

Key Purpose:

.....

Number of Copies:

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Where Stored:

.....

Key Holder Name:

.....

Key Purpose:

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Number of Copies:

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Where Stored:

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Key Holder Name:

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Key Purpose:

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Number of Copies:

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Where Stored:

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Key Holder Name:

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Key Purpose:

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Number of Copies:

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Where Stored:

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Notes on Digital Entry Codes:

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HOUSEHOLD INFORMATION

WIFI & PASSWORD

Network Name (SSID):

.....

Password:

.....

Router Make/Model:

.....

Router IP/Login Info:

.....

Location of Router:

.....

ISP (Name, Phone, Website):

.....

.....

.....

.....

Network Name (SSID):

.....

Password:

.....

Router Make/Model:

.....

Router IP/Login Info:

.....

Location of Router:

.....

ISP (Name, Phone, Website):

.....

.....

.....

.....

Setup/Service Call Notes:

.....

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.....

FINANCES

MONTHLY BUDGET PLANNER

Total Household Income:

.....

Other Incomes or earnings:

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Savings Contributions:

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Fixed Expenses:

Variable Expenses:

Discretionary Spending:

Budget vs. Actual Comparison:

FINANCES
BILL PAYMENT CHECKLIST

Bill Name	Amount	Due Date	Auto-Pay (Y/N)	Paid (Y/N)	Confirmation Number	Notes

FINANCES
SUBSCRIPTION TRACKER

Name	Provider	Cost	Monthly/ Annual	Renewal Date	Payment Method	Cancel Instructions

FINANCES
DEBT PAYOFF TRACKER

Lender	Type	Original Balance	Current Balance	Interest Rate	Minimum Payment	Due Date	Strategy (Snowball/Avalanche)

FINANCES
SAVINGS TRACKER

Goal Name	Target Amount	Currently Saved	Monthly Contribution	Target Date	Purpose	Notes

FINANCES
BANK ACCOUNT INFORMATION

Bank Name	Account Type	Last 4 Digits	Owner(s)	Online Login Info (Hint Only)	Notes

FINANCES
INSURANCE POLICIES SUMMARY

Policy Type	Provider	Agent Contact	Policy Number	Premium	Deductible	Renewal Date

HOME MAINTENANCE
MAINTENANCE SCHEDULE (ANNUAL)

Month	Tasks	Seasonal	Interior	Exterior	Tools Needed	Contractor Contact

HOME MAINTENANCE MAINTENANCE LOG

Date	Task Description	Who Completed	Materials Used	Cost	Follow-Up Needed	Notes

HOME MAINTENANCE APPLIANCE INFORMATION

Appliance	Room	Brand	Model	Serial No.	Purchase Date	Warranty Expiration	Last Repair

HOME MAINTENANCE
HOME IMPROVEMENT PROJECTS

Project Name	Goal	Start Date	End Date	Contractor Info	Estimated Budget	Actual Cost	Permits Needed

HOME MAINTENANCE PAINT & FINISH GUIDE

Room/Area	Wall Colour	Trim Colour	Paint Brand	Sheen	Paint Code	Touch-Up Instructions

MEAL PLANNING
WEEKLY MEAL PLANNER

Day	Breakfast	Lunch	Dinner	Snacks	Prep Notes	Leftovers Used?

MEAL PLANNING GROCERY LIST- STORE LAYOUT

Produce

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Meat

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Dairy

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Pantry

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Frozen

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Toiletries

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MEAL PLANNING
GROCERY LIST- SIMPLIFIED

Item	Quantity	Coupon Used?	Notes

A decorative border with a repeating floral and scrollwork pattern in a muted taupe color frames the entire page.

MEAL PLANNING MASTER GROCERY LIST

Cereals

Dairy

Fruit

Vegetables

Meats

Baking

Refreshments

Misc

MEAL PLANNING
PANTRY INVENTORY

Item	Brand	Quantity	Expiration Date	Storage Location

MEAL PLANNING
FREEZER INVENTORY

Item	Type	Quantity	Date Frozen	Use by Date

MEAL PLANNING
FAVOURITE RECIPES ONLINE

Name	Source	Cook Time	Servings	Family rating

MEAL PLANNING
FAVOURITE RECIPES BY COURSE

Soups	Salads

MEAL PLANNING
FAVOURITE RECIPES BY COURSE

Appetizers	Snacks

MEAL PLANNING
FAVOURITE RECIPES BY COURSE

Main Course	Desserts

MEAL PLANNING
FAVOURITE RECIPES BY COURSE

Sides - Vegetarian	Sides - Non Vegetarian

MEAL PLANNING
FAVOURITE RECIPES BY BOOK

Recipe Name	Book	Page No.	Notes

MEAL PLANNING
MONTHLY MEAL PLAN

Notes:

CLEANING & ORGANISATION
DAILY CLEANING CHECKLIST

Time	Task	Room	Who's Responsible	Priority Level

CLEANING & ORGANISATION
WEEKLY CLEANING SCHEDULE

Day	Focus Area	Deep Clean Task	Products Used

CLEANING & ORGANISATION
SEASONAL DECLUTTERING CHECKLIST

Season	Area	Donate/Sell/Toss	Notes

CLEANING & ORGANISATION
HOME INVENTORY

Item	Category	Brand	Value	Purchase Date	Serial Number

CLEANING & ORGANISATION
DONATIONS LOG

Date	Item Description	Quantity	Charity Name	Notes

FAMILY & KIDS SCHOOL INFORMATION

Child's Name:

.....

School's Name

.....

Grade:

.....

Teacher's Name:

.....

Teacher's Contact:

.....

Schedule:

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Bus Route Info:

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Lunch Info & Account:

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Parental Portal Login:

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Child's Name:

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School's Name

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Grade:

.....

Teacher's Name:

.....

Teacher's Contact:

.....

Schedule:

.....

Bus Route Info:

.....

Lunch Info & Account:

.....

Parental Portal Login:

.....

FAMILY & KIDS
EXTRACURRICULAR ACTIVITIES

Child	Activity	Season	Schedule	Coach/Instructor

NOTES:

FAMILY & KIDS
MEDICAL INFORMATION

Family Member	Condition	Allergies	Medications	Prescribing Doctor

NOTES:

FAMILY & KIDS CHORE CHART

Family Member	Task	Frequency	Points	Completed?	Rewards

NOTES:

FAMILY & KIDS BABYSITTER INFO SHEET

Full Name:

Date of Birth:

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Mobile Phone:

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Home Phone:

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Email Address:

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Contact Numbers:

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Bedtime Routine:

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Screen Time Rules:

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Meals Allowed:

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Emergency Protocol:

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.....

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Wi-Fi Info:

.....

NOTES:

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.....

.....

FAMILY & KIDS
PET INFORMATION

Name	Type	Breed	Food	Daily Schedule

Name	Medical Conditions	Medications	Vet	Notes

SCHEDULES & PLANNING
ANNUAL CALENDAR (YEAR-AT-A-GLANCE)

2025

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SCHEDULES & PLANNING
MONTHLY CALENDAR

JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

FEBRUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

MARCH 2025

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

TO DO LIST

NOTES

SCHEDULES & PLANNING
MONTHLY CALENDAR

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

TO DO LIST

NOTES

A decorative border with a repeating floral and scrollwork pattern in a muted brown color frames the entire page.

SCHEDULES & PLANNING TO-DO LIST

Task	Priority	Due Date	Notes	Completed?

SCHEDULES & PLANNING

PROJECT PLANNING SHEET

PROJECT NAME:

.....

BUDGET:

.....

PURPOSE:

.....

.....

ASSIGNED TO:

.....

STATUS:

.....

SUPPLIES LIST

MILESTONES:

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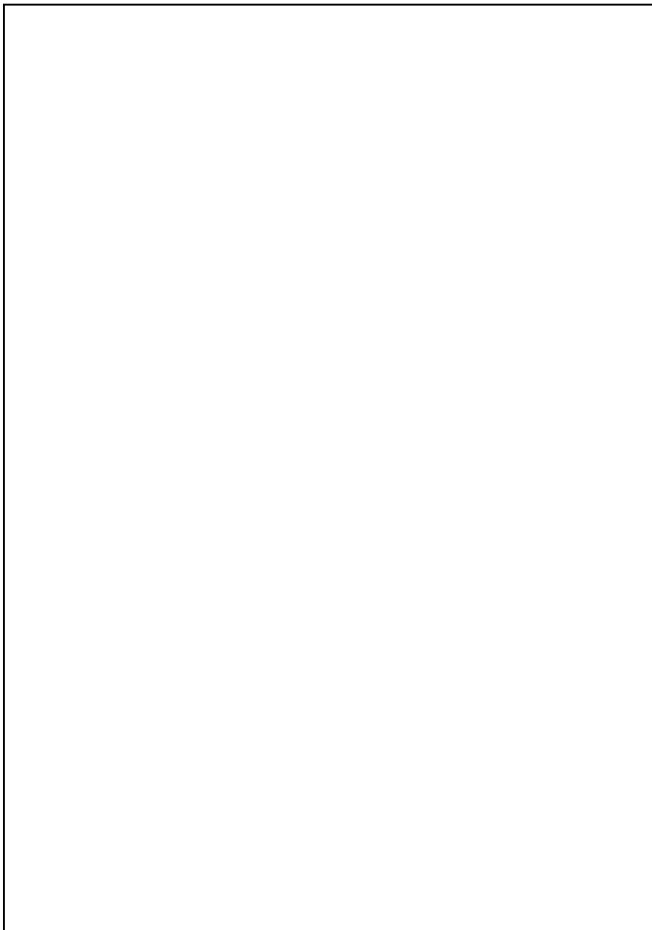
.....

SCHEDULES & PLANNING
IMPORTANT DATES

Event	Person	Date	Reminder Y/N	Notes

EMERGENCY PREPAREDNESS EVACUATION PLAN

FLOOR PLAN SKETCH:



MEETING SPOT:

TRANSPORTATION PLAN:

PRIMARY & SECONDARY EXIT ROUTES:

EMERGENCY CONTACTS CARD:

EMERGENCY PREPAREDNESS
EMERGENCY KIT CHECKLIST

Item	Quantity	Checked	Replace By	Location

A decorative border with a repeating floral and scrollwork pattern in a light beige color, framing the entire page.

EMERGENCY PREPAREDNESS FIRE SAFETY PLAN

SMOKE ALARM LOCATIONS:

EXTINGUISHER LOCATIONS :

FIRE DRILL DATE:

LAST INSPECTION

ESCAPE ROUTES:

EMERGENCY PREPAREDNESS
FIRST AID KIT INVENTORY

Item	Quantity	Expiration Date	Used/Replace

REFERENCE & NOTES
PASSWORD TRACKER

Website	Username	Password Hint	Two-Factor (Y/N)	Last Update

REFERENCE & NOTES
IMPORTANT DOCUMENTS CHECKLIST

Document	Stored (Y/N)	Location	Scanned Copy Location	Notes

REFERENCE & NOTES
WARRANTY & RECEIPTS FILE

Product	Purchased On	Store	Warranty Period	Receipt Filed?	Contact

REFERENCE & NOTES
HOMEOWNER'S MANUAL

TRASH/RECYCLING DAYS:

WATER SHUT-OFF VALVE
LOCATION:

FUSE BOX LOCATION:

HOA DETAILS:

MAINTENANCE CONTACTS:

REFERENCE & NOTES
GIFT PLANNER

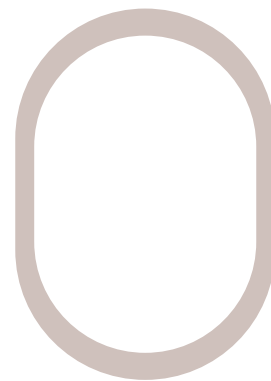
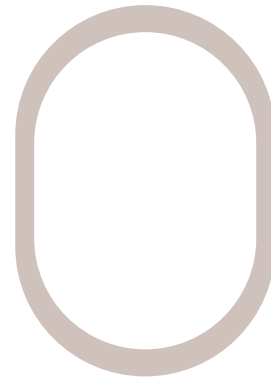
Name	Occasion	Gift Ideas	Purchase Date	Price	Wrapped (Y/N)

A decorative border with a repeating floral and scrollwork pattern in a muted taupe color, framing the central white area of the page.

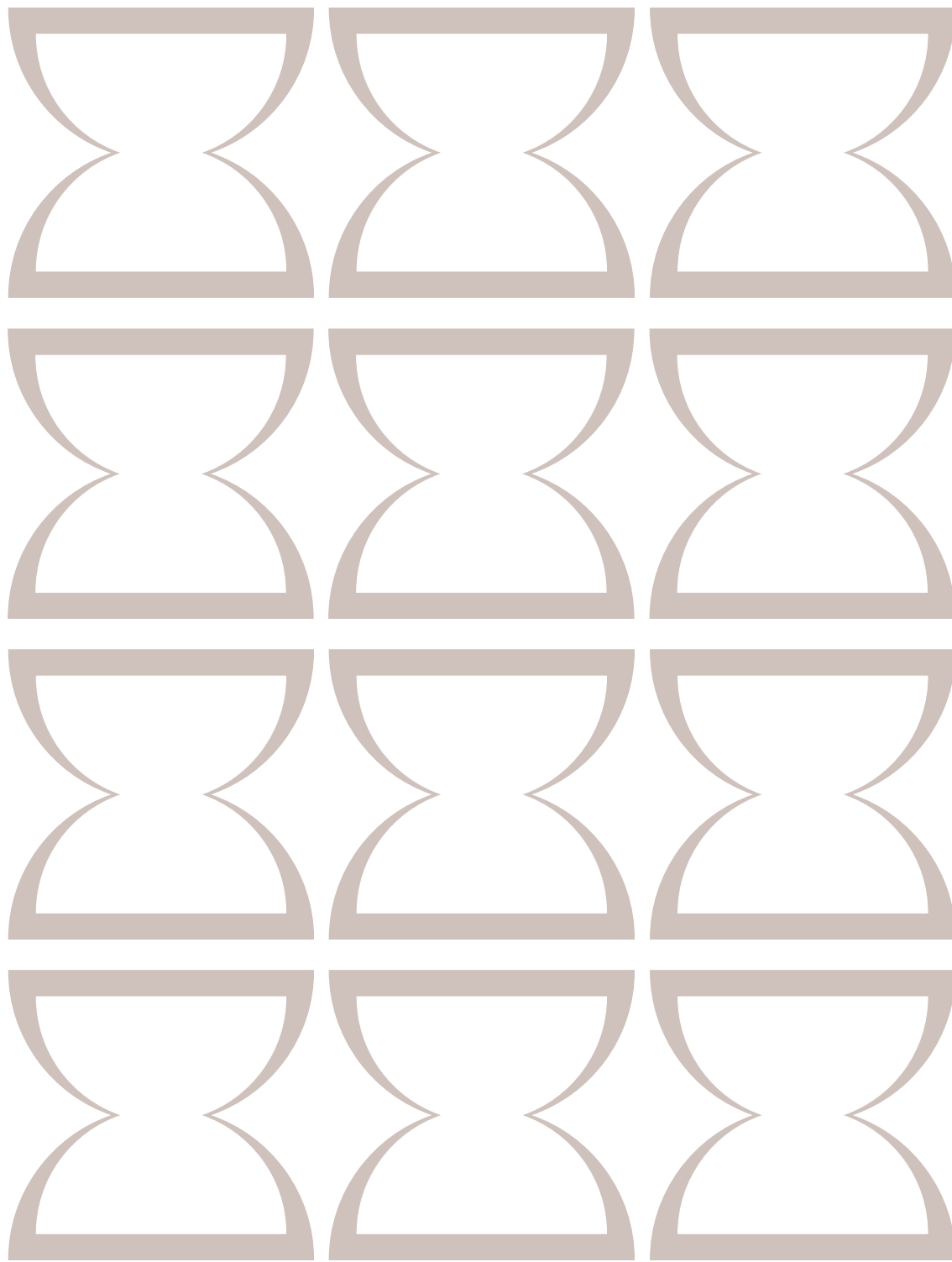
REFERENCE & NOTES

NOTES & IDEAS

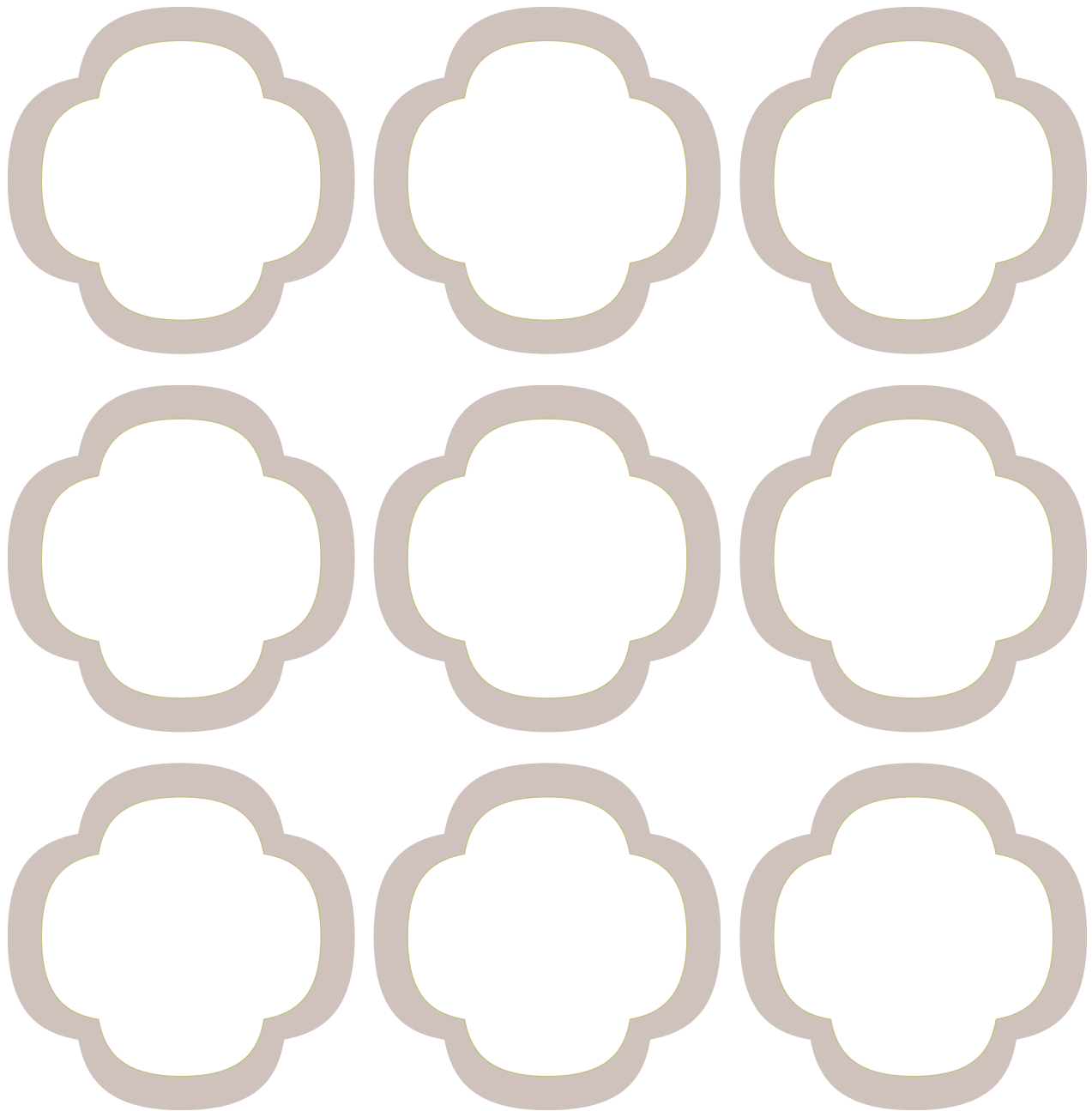
ADD ONS
PRINTABLE TABS



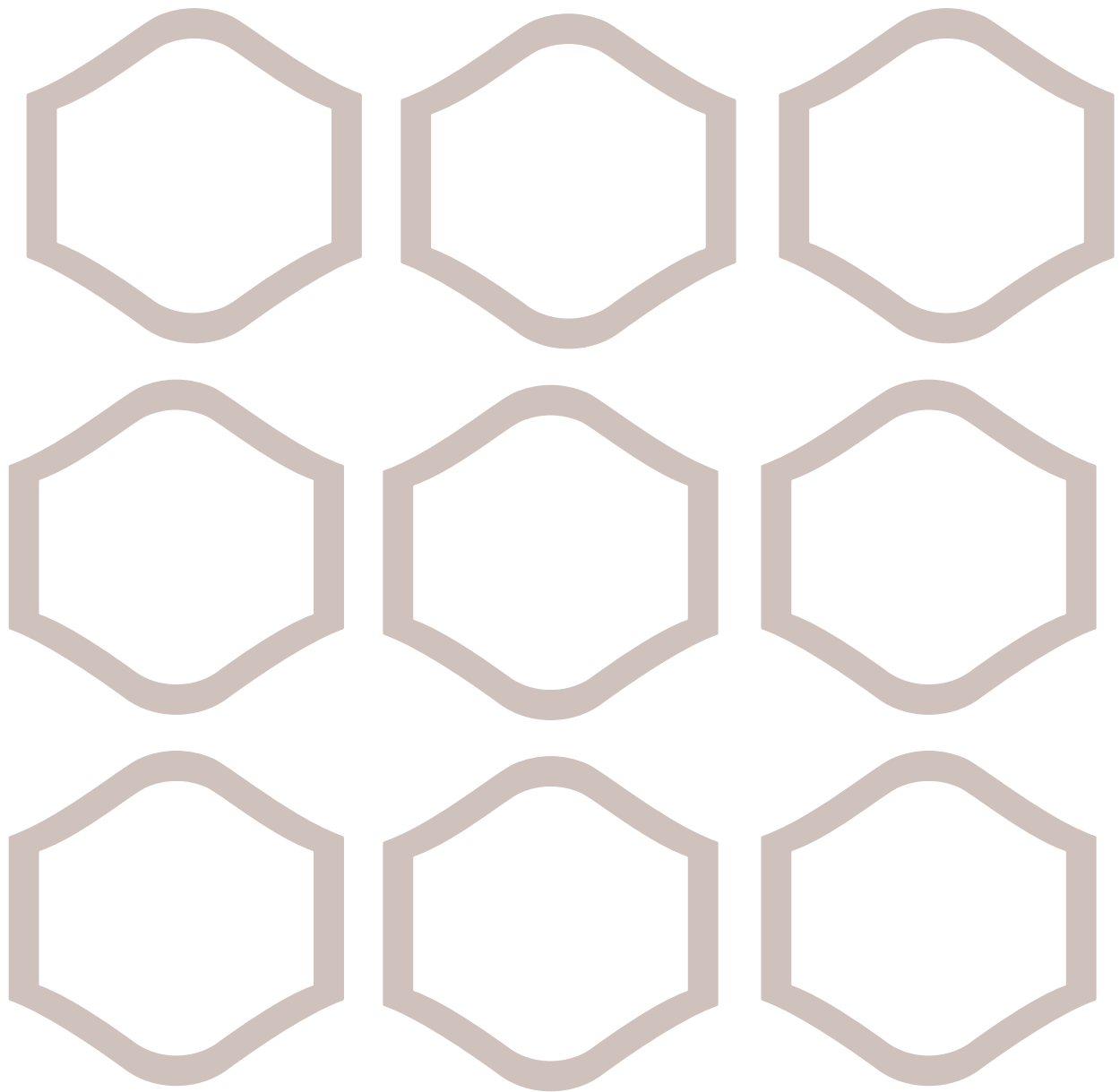
ADD ONS
PRINTABLE TABS



ADD ONS
PRINTABLE TABS



ADD ONS
PRINTABLE TABS





THIS HOME MANAGEMENT BINDER IS DESIGNED BY
WWW.THE-MINDFUL-HOMEMAKER.COM

1 inch

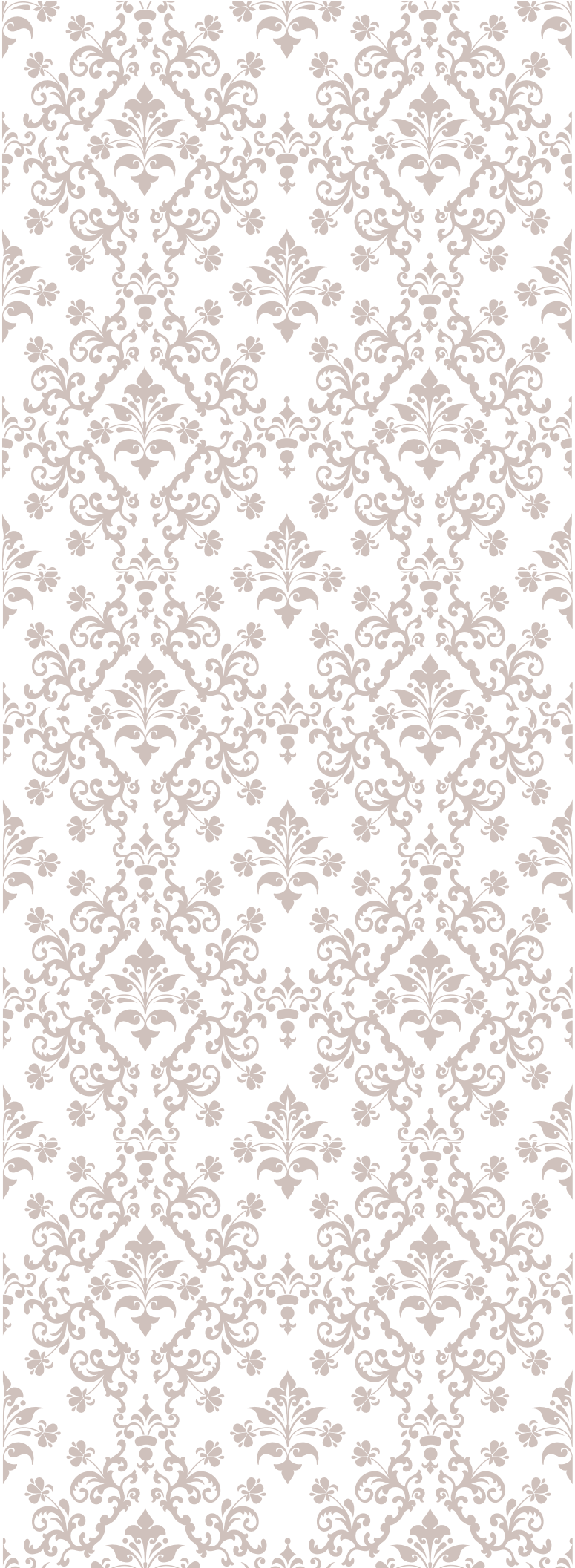


1.5 inch

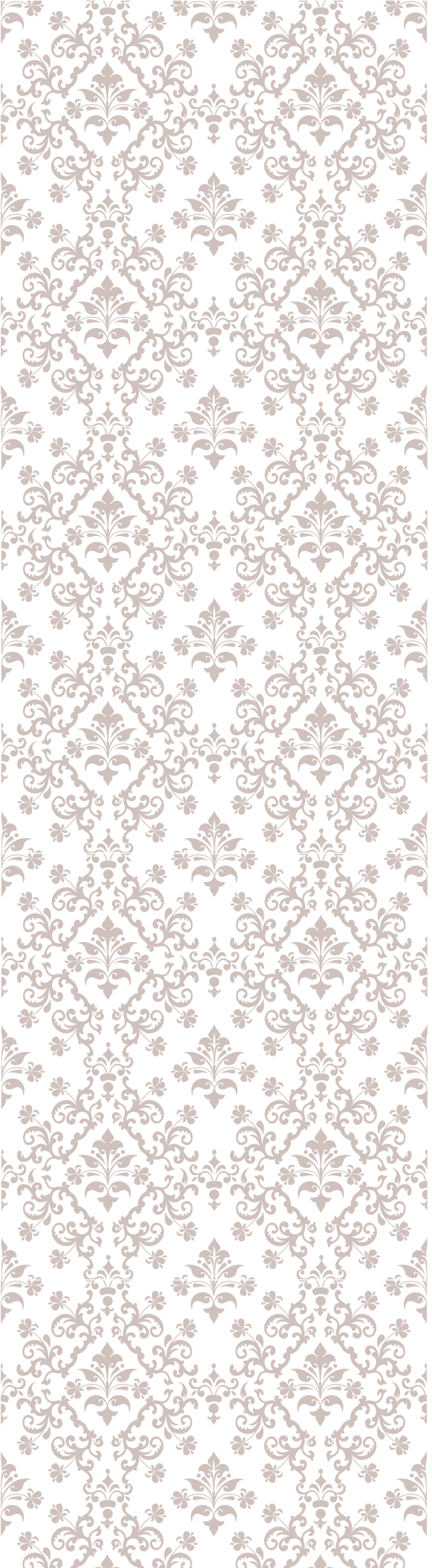


2 inch





4 inch



4 inch