

PACKETS PRO

Household Essentials — Starter Packet

The free sample of how every Packets Pro packet is built: the three pages every household needs first.

What's inside

- Emergency contact sheet
- Document location map
- One-page master organizer

Print-ready · US Letter · Black-and-white friendly. Print the whole packet and work it top to bottom, or print pages as you reach them.

Packets are organizational tools and general-information templates. They are not legal, tax, medical or financial advice, and official government forms always come from their issuing agencies.

How to use this starter packet

Print all three worksheets. Fill the emergency contact sheet with a pen — it belongs on the refrigerator or inside the front of a binder, where someone else can find it at 2 a.m. The document location map records where your important papers physically live; never write passwords or full account numbers on it. The master organizer is your first-week checklist for turning a pile of paper into a system. When you are ready for the complete kits, the full packets at swain.website add briefings and worksheets for every job: moving, emergencies, a business launch, a rental property, a new job, and the school year.

Emergency contact sheet

The people to reach in the first hour. One row per person or service.

Name	Relationship / role	Phone	Notes

Document location map

Where each important document physically is. Locations, not secrets: no passwords, no full account numbers.

Document	Where it lives	Copy / backup location
Wills & estate papers		
Property deeds / lease		
Vehicle titles		
Insurance policies		
Passports & ID copies		
Birth / marriage certificates		
Tax returns (last 3 years)		
Medical records & cards		
Bank & account list		
Attorney / advisor contacts		

One-page master organizer

The first-week checklist. Do these ten things and your household paperwork has a home.

Pick the binder — One binder or folder, labeled, in a place the whole household knows.

Print this packet — Fill the contact sheet and location map before anything else.

Gather the strays — Every envelope, glove box, inbox and drawer — one sweep, one pile.

Sort by job — Money, home, health, vehicles, school, legal. Six piles, no sub-sorting yet.

File in checklist order — Use the location map as you file, so the map stays true.

Photograph the key pages — Insurance cards, titles, IDs — phone photos, backed up.

Write the run book — Shut-offs, alarms, pets, plants, recurring bills and their due dates.

Tell one person — Someone outside the house knows the binder exists and where it is.

Calendar the renewals — Licenses, policies, registrations — dates in a calendar that reminds you.

Review every six months — Contacts, policies and people change. Twenty minutes, twice a year.

Liked the system? The full Family Emergency Packet builds this binder out completely — medical summaries, account inventories, kids & dependents pages — at swain.website.