Can you find it again?

A five-record retrieval exercise. Complete only the information needed to locate and test a copy.

Give each record a neutral ID. Keep the protected original and its copies distinct. Do not put passwords, access codes or full identity/account numbers on this page.

Review date / reviewer alias

Record IDs and descriptions (up to five)

Original location and copy location for each ID

What you actually opened or retrieved, and the result

Missing, unreadable or incomplete evidence; next action and owner

Next review and reason (not a destruction instruction)

Fictional example: DOC-0001 is listed in Folder A. Opening the scan reveals a missing second page. Record the gap; do not mark the copy complete.

Library of Congress: preserving personal records

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.

Pack by person and bag

A reusable packing and return sheet. Shared items are listed once with an assigned owner.

Begin with the actual trip: travelers, activities, weather, laundry access and transport. Check current carrier and destination rules separately. No universal baggage-size rule is assumed.

Trip alias / duration / activities / laundry access

Traveler and assigned bag: carry-on / checked / day bag

Item, quantity, owner, bag, packed check and returned check

Last-minute essentials and what must be removed if gate-checked

Official carrier/destination rule checked, source and date

After the trip: missing items, restock and what to leave home next time

Spare lithium batteries and power banks must stay in carry-on baggage under FAA rules, including removal when a bag is gate-checked. Check battery and airline restrictions.

FAA PackSafe: lithium batteries

State Department: traveler checklist

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.

Keep a receipt in context

An evidence and correction record, not permission to travel or a substitute for an original receipt.

Record what actually happened. Preserve original documents, currencies and dates. Mark a missing receipt honestly; never invent a merchant document or an activity to fill a gap.

Trip / transaction / activity IDs and actual transaction date

Payee, service, place and actual purpose

Original amount and currency; payment record reference

Original receipt locator OR missing-evidence explanation and request status

Any conversion: original amount, rate, rate date/source and converted amount

Dated correction: earlier entry, corrected entry, reason and supporting evidence

Applicable retention source, trigger date, reviewer and next review

For Cuba-related travel, receipts alone do not establish authorization. Keep applicable authorization and current provider checks separately. A general destination log cannot determine eligibility.

OFAC: general-license conditions

OFAC recordkeeping: 31 CFR 501.601

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.

Test one customer problem

A small, bounded experiment before expanding a product or spending on a broad campaign.

Record observations separately from assumptions. A compliment, a signup, a completed task and a paid order are different evidence. Ask for the minimum information needed.

Specific customer and recurring problem; existing alternative

Three questions about the last real occurrence (not hypothetical praise)

What you observed; source/date; permissions for any notes

Evidence that would change your mind or narrow the proposed offer

One experiment: task, limit on time/cost, success and stop conditions

Decision: continue / revise / pause; next review and owner

Fictional example: five people like an inventory idea, but only one can use the prototype without help. Revise confusing fields before concluding that demand is validated.

SBA: market research and business planning

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.

What does one order require?

A simple contribution example with time and cost assumptions made visible.

Use one currency and one defined order. Separate one-time startup costs, recurring fixed costs and per-order variable costs. Do not count the same cost in two categories.

Offer, one-order definition, currency and period

Proposed price less per-order fees, materials, delivery and labor assumptions

Contribution per order = price minus included per-order costs

Recurring fixed costs for the same period; items excluded from the model

Capacity: minutes per order, available time and likely bottleneck

Sensitivity: what changes if delivery takes longer or refunds increase?

Sources for estimates; next validation and decision

Fictional arithmetic: $24 price - $2 fees - $5 materials - $7 delivery labor = $10 contribution. $200 monthly fixed costs / $10 = 20 orders in this simplified model. This is not net profit; taxes and other omitted costs still matter.

SBA: startup costs and planning

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.

Before the first paid order

An evidence checklist for one selected offer, not a certificate of business or legal readiness.

For each row record: not checked, in progress, evidence recorded, or not applicable with a reason. A submitted application is not an issued approval.

Offer and exact deliverables; exclusions; version / compatibility

Legal seller / brand consistency; agencies, licenses and insurance questions

Price, taxes and terms: source/qualified reviewer; unresolved questions

Checkout, receipt, delivery and support: test result and evidence location

Failure/refund handling, privacy and access: test result or open blocker

Owner decision, outstanding blockers and next review

Do not open paid ordering solely because a checklist has marks. Verify the actual offer, required permissions and customer workflow. The worksheet does not register a business, take payments or file forms.

SBA: launching a business

IRS: starting a business

Personal, household and own-business use; selected completed pages may be shared with authorized recipients. No resale or public redistribution of blank templates. Not professional advice.