

INVEST IN

- a great escape -

Pre-holiday Checklist

At work

- | | | |
|---|--|--|
| <input type="checkbox"/> Set email to 'out of office' | <input type="checkbox"/> Clear desktop | <input type="checkbox"/> Notify key clients |
| <input type="checkbox"/> Change phone message | <input type="checkbox"/> Handover work | <input type="checkbox"/> Make a 'return to work' checklist |

At home

- | | | |
|---|---|---|
| <input type="checkbox"/> Unplug appliances | <input type="checkbox"/> Clean out fridge | <input type="checkbox"/> Arrange pet care |
| <input type="checkbox"/> Water plants | <input type="checkbox"/> Set up timed lighting system | <input type="checkbox"/> Give itinerary to a friend or family member |
| <input type="checkbox"/> Take out the rubbish | <input type="checkbox"/> Lock doors and windows | <input type="checkbox"/> Give backup key to a friend or family member |

Documents and valuables

- | | | |
|---|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Travel tickets | <input type="checkbox"/> Credit card, ATM card |
| <input type="checkbox"/> Visa | <input type="checkbox"/> Travel insurance | <input type="checkbox"/> Money |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Health insurance | <input type="checkbox"/> Foreign money |

Local solutions for Island life



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