

Keeping Records Handy

some things to have ready for your lawyer

Personal & Family

- ✓ Birth & Marriage Certificates
- ✓ Passport
- ✓ Bank & credit card statements
- ✓ Phone & utility statements
- ✓ Email records & letters
- ✓ Computer back ups
- ✓ Signed contracts with suppliers
- ✓ House purchase documents
- ✓ Rental Agreements
- ✓ Employment Contracts
- ✓ Receipts & Guarantees
- ✓ Holiday photos
- ✓ Medical records
- ✓ Income records
- ✓ Tax returns
- ✓ National Insurance No.

Business

- ☐ Business & company registration docs
- ☐ Shareholders '& Directors' details
- ☐ Audited accounts & Annual Returns
- ☐ Commercial contracts
- ☐ Tax records & returns
- ☐ Employee records & contracts
- ☐ Emails & letters in date order
- ☐ Correspondence with other party
- ☐ Photos
- ☐ Office and property details
- ☐ Utility and phone statements
- ☐ Computer back ups
- ☐ Financial records
- ☐ Supplier and customer details
- ☐ Brand identity
- ☐ Trade Mark & intellectual property