

## ULTIMATE BUSINESS TRIP

# Packing Checklist

### CLOTHES & ACCESSORIES

Be sure to pack enough clothes for the duration of the trip, including all of the functions you'll be attending.

- |  |  |
|--|--|
| <input type="checkbox"/> Slacks, Skirts or Dresses | <input type="checkbox"/> Workout Clothes & Shoes       |
| <input type="checkbox"/> Shirts or Blouses         | <input type="checkbox"/> Socks & Underwear             |
| <input type="checkbox"/> Belts & Ties              | <input type="checkbox"/> Weather-appropriate Outerwear |
| <input type="checkbox"/> Dress Shoes               | <input type="checkbox"/> Tote or Laptop Bag            |

### TOILETRIES & PERSONAL CARE

If you're flying, make sure any liquids are travel-sized.

- |  |  |
|--|--|
| <input type="checkbox"/> Shampoo & Conditioner   | <input type="checkbox"/> Razor & Shaving Cream |
| <input type="checkbox"/> Soap or Body Wash       | <input type="checkbox"/> Nail File & Clippers  |
| <input type="checkbox"/> Facial Cleanser         | <input type="checkbox"/> Tweezers              |
| <input type="checkbox"/> Toothpaste & Toothbrush | <input type="checkbox"/> First Aid Kit         |
| <input type="checkbox"/> Deodorant               | <input type="checkbox"/> Hand Sanitizer        |
| <input type="checkbox"/> Makeup                  |  |

### ELECTRONICS

- |   |  |
|---|--|
| <input type="checkbox"/> Laptop & Charger     | <input type="checkbox"/> Headphones or Earbuds |
| <input type="checkbox"/> Cell Phone & Charger | <input type="checkbox"/> USB Flash Drive       |
| <input type="checkbox"/> E-reader             |  |

### TRAVEL ESSENTIALS

- |  |   |
|--|---|
| <input type="checkbox"/> Photo ID      | <input type="checkbox"/> Hotel & Car Rental Confirmations     |
| <input type="checkbox"/> Boarding Pass | <input type="checkbox"/> Travel Sewing Kit                    |
| <input type="checkbox"/> Wallet        | <input type="checkbox"/> Jiffy ESTEAM Travel Clothing Steamer |
| <input type="checkbox"/> Cash          | <input type="checkbox"/> Umbrella                             |
| <input type="checkbox"/> Keys          | <input type="checkbox"/> Refillable Water Bottle              |

### BUSINESS ESSENTIALS

- |   |  |
|---|--|
| <input type="checkbox"/> Business Cards | <input type="checkbox"/> Pens or Pencils                               |
| <input type="checkbox"/> Itinerary      | <input type="checkbox"/> Folder or Envelope (for Documents & Receipts) |
| <input type="checkbox"/> Notepads       | <input type="checkbox"/> Confidence!                                   |