



Your Important People Checklist

for preparing Important People data entry

- To simplify data entry, see the Handy Notes below before you start.
- This will make entering information easy, simple and quick.

Tip: destroy this sheet once used as a data entry aid.

Important People for Person 1

(lists for Person 2 and Joint Persons on following pages)

First name: _____ Family name: _____

Handy notes:

- This checklist is for recording important people to contact in emergencies (relatives, professional advisers, etc).*
- This page is for Person 1 (pages for Person 2 and Joint Persons follow).*
- Under Function, input relatives, professionals such as accountant, lawyer, adviser, doctor, etc.*

Data entry tab > Important People

Item	Name	Function E.g. relationship, input	Phone	Fax	Mobile /Cell	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						

Now Sorted Pty Ltd

© All rights reserved

ABN: 76 168 812 655

E: info@nowsorted.com W: www.nowsorted.com

Support: support@nowsorted.com



Your Important People Checklist

for preparing Important People data entry

- To simplify data entry, see the Handy Notes below before you start.
- This will make entering information easy, simple and quick.

Tip: destroy this sheet once used as a data entry aid.

Important People for Person 2

(lists for Person 1 and Joint Persons on adjacent pages)

First name: _____ Family name: _____

Handy notes:

- This checklist is for recording important people to contact in emergencies (relatives, professional advisers, etc).
- This page is for Person 2 (pages for Person 1 and Joint Persons are adjacent).
- Under Function, input relatives, professionals such as accountant, lawyer, adviser, doctor, etc.

Data entry tab > Important People

Item	Name	Function E.g. relationship, input	Phone	Fax	Mobile /Cell	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						

Now Sorted Pty Ltd

© All rights reserved

ABN: 76 168 812 655

E: info@nowsorted.com W: www.nowsorted.com

Support: support@nowsorted.com



Your Important People Checklist

for preparing Important People data entry

- To simplify data entry, see the Handy Notes below before you start.
- This will make entering information easy, simple and quick.

Tip: destroy this sheet once used as a data entry aid.

Joint Persons

(list for Persons 1 & 2 on previous pages)

First name: _____ Family name: _____

First name: _____ Family name: _____

Handy notes:

- This checklist is for recording important people to contact in emergencies (relatives, professional advisers, etc).
- This page is for Joint Persons (pages for Person 1 and Person 2 are previous this one).

Data entry tab > Important People

Item	Name	Function E.g. relationship, input	Phone	Fax	Mobile /Cell	Email
1						
2						
3						
4						
5						
6						
7						
8						
9						

Now Sorted Pty Ltd

© All rights reserved

ABN: 76 168 812 655

E: info@nowsorted.com W: www.nowsorted.com

Support: support@nowsorted.com