

Instructions for Assembly and Use of The Bill Tracking Calendar

1. Fold the paper in half so that the instructions are on one side and the calendar is on the other side.
2. Staple or tape edges to make a pocket.
3. Hang in a central place of the home (like refrigerator, by desk, etc.) to remind when bills are due.
4. Keep bill stubs and payment envelopes in pocket until ready to pay.
5. Record payment day and amount paid on bill stub.
6. Store bill stubs and receipts of important or large purchases in pocket.
7. At the end of the month, place pocket in a safe place (like a shoe box or filing cabinet) to keep record of bills paid and purchases made.

