

Paper Organization Worksheet
 Updated: _____

	Paper Type	Paper Features	Paper Form	Paper Sort Criteria	Paper Qty.	Storage Options	Stored (x)
<i>My Example:</i>	<i>Patterned Paper</i>	<i>Single-sided & Double-sided</i>	<i>Loose Sheets</i>	<i>By Color</i>	<i>1' x 12" x 12"</i>	<i>Hanging Files, Paper Holders</i>	<i>x</i>
	<i>Patterned Paper</i>	<i>Single-sided</i>	<i>Pads/Stacks</i>	<i>By Mfr., By Theme</i>	<i>17 Pads/Stacks; 1' x 12" x 12"</i>	<i>In Cubes</i>	<i>x</i>
	<i>Patterned Paper</i>	<i>Single-sided & Double-sided</i>	<i>Collections</i>	<i>By Mfr., By Theme or Color</i>	<i>13 Paper Pouches; 6" x 12" x 12"</i>	<i>In Pouches, In Rolling Cart</i>	<i>x</i>

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