



PREPARE FOR SETBACKS

Continuity contact sheet

A thin emergency handover — not your full CRM. Capture who can act; keep customer and supplier lists where you already store them.

Who can step in

TRUSTED PERSON(S), PHONE, AND WHAT THEY MAY DECIDE

WHAT HELPERS MAY ****NOT**** DO

Must be reachable

PRIORITY CUSTOMER / SUPPLIER / ADVISER CONTACTS FOR AN EMERGENCY

WHERE DOCUMENTS AND THIS NOTE ARE STORED

● TIP

Keep the longer lists elsewhere

Active jobs, full supplier lists and payment schedules belong in your usual notebook, phone or files — update those when work changes.