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| Vacation packing list | | | | |
| Clothes | |  | Toiletries | |
|  | Bathing suits |  |  | Shampoo and conditioner |
|  | Workout wear |  |  | Hair styling products |
|  | Beach wear |  |  | Moisturizer |
|  | Day clothes |  |  | Toothbrush, toothpaste, and floss |
|  | Evening clothes |  |  | Razor and shaving cream |
|  | Light jacket or sweater |  |  | Perfume, cologne, or aftershave |

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| Important Documents | |  |  | Medical |
|  | Passport |  |  | Prescription medications |
|  | Driver’s license |  |  | Pain relievers |
|  | Reservation confirmations |  |  | Hand sanitizer |
|  | Travel and event tickets |  |  | Sunscreen |
|  | Map of destination |  |  | Lip balm |
|  | Guidebook |  |  | Bandages |

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| Accessories | |  | Electronics | |
|  | Belts |  |  | Tablet |
|  | Shoes |  |  | Smartphone |
|  | Jewelry |  |  | Bluetooth headset |
|  | Beach bag |  |  | Charging cables for all devices |
|  | Flip flops |  |  | Converter, if traveling internationally |
|  | Hat |  |  | Portable charger |

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| Note |
| To easily add more categories, do the following: 1. Click on any category name and then, on the Table Tools Layout tab, choose Select Table. 2. On the Home tab, choose Copy and then press Ctrl+End to go to the end of the document. 3. Press Enter and then, on the Home tab, choose Paste. |