

BUSINESS PROFESSIONAL ATTIRE

CHECKLIST

Free Printable Checklist by 📄 [Tipsographic.com](https://tipsographic.com)

WOMEN

- Suit - solid color (navy, black, or dark grey), conservative
- Suit skirt - below or above the knee
- Blouse - coordinated with suit
- Pantyhose - neutral colored
- Shoes - neutral colors, conservative
- Jewelry - moderate, No dangling earrings or arms full of bracelets, no cheap jewelry
- Hairstyle - neat, professional
- Nails - clean, neatly manicured
- Makeup - light
- Perfume - little or nothing
- Portfolio or briefcase

MEN

- Suit - solid color (navy, black, or dark grey), conservative
- Shirt - solid color (white or color coordinated with the suit), long sleeve
- Belt - leather
- Tie - conservative
- Socks - dark
- Shoes - leather, conservative
- Hairstyle - neat, professional
- Nails - trimmed
- Cologne or aftershave - limited amount
- Portfolio or briefcase

NOTES

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