FolarraStudio

Appliance Repair Log

quote · fix · invoice

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for appliance repair technicians

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Job Request Form and Client list pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in a client profile for each new client and log every job on the day.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My business word for this year

Why I love this work

Contents

Job Request Form 4

Client list 5

Client Profiles 6

Job Log 7

Services & prices 8

Weekly schedule 9

Quote Form 10

Job Sheet 11

Parts & Materials 12

Mileage log 13

Appliance Diagnosis 14

Model & Serial Record 15

Safety Checklist 16

Parts on Order 17

Invoice tracker 18

Income & expenses 19

Yearly overview 20

Notes 21

Thank you & terms of use 22

Job Request Form

details for every new client

CLIENT _____ PHONE _____

ADDRESS _____ EMAIL _____

DATE _____ REFERRED BY _____

Appliance & model

Fault reported

Warranty

Access notes

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CUSTOMER _____

ADDRESS _____

PHONE _____

APPLIANCES _____

MODELS _____

LAST REPAIR _____

NOTES _____

CUSTOMER _____

ADDRESS _____

PHONE _____

APPLIANCES _____

MODELS _____

LAST REPAIR _____

NOTES _____

CUSTOMER _____

ADDRESS _____

PHONE _____

APPLIANCES _____

MODELS _____

LAST REPAIR _____

NOTES _____

CUSTOMER _____

ADDRESS _____

PHONE _____

APPLIANCES _____

MODELS _____

LAST REPAIR _____

NOTES _____

Job Log

every job, recorded

DATE	CUSTOMER	APPLIANCE	FAULT & FIX	PRICE	PAID
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Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Service call & diagnosis			
Washer repair			
Fridge repair			
Oven repair			
Dishwasher repair			
Labor per hour			

Weekly Schedule

the week at a glance

WEEK OF _____ NOTES _____

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

Quote Form

valid for 30 days

CLIENT _____ DATE _____

ADDRESS _____ PHONE _____

WORK / ITEM	QTY	PRICE	TOTAL

TOTAL _____

Job Sheet

one job per page

CLIENT _____ DATE _____

ADDRESS _____ PHONE _____

Work to do

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Materials / notes

Time on site

Sign-off

Parts & Materials

what is in stock

ITEM	BRAND / SIZE	QTY	REORDER
			☐
			☐
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Mileage Log

drives for work

DATE	FROM	TO	MILES	PURPOSE

TOTAL MILES _____

Appliance Diagnosis

one appliance per page

APPLIANCE _____ BRAND _____

MODEL NO. _____ SERIAL NO. _____

Symptoms reported

Tests done & readings

Fault found

Fix recommended

Model & Serial Record

for warranty and parts lookups

CUSTOMER	APPLIANCE	BRAND	MODEL NO.	SERIAL NO.	INSTALLED

Safety Checklist

before and after every repair

Before

- [ ] Power unplugged
- [ ] Gas supply off
- [ ] Water supply off
- [ ] Capacitor discharged
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Leave behind

- [ ] Area cleaned
- [ ] Old parts offered
- [ ] Care tips given
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
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After

- [ ] No gas smell
- [ ] No leaks
- [ ] Grounding checked
- [ ] Test cycle run
- [ ]
- [ ]
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Parts on Order

chase every back order

PART NO.	PART	FOR CUSTOMER	ORDERED	ETA	ARRIVED
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Invoice Tracker

get paid on time

INVOICE NO.	CLIENT	DATE	AMOUNT	DUE	PAID
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Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Yearly Overview

the business at a glance

YEAR _____ GOAL _____

MONTH	JOBS	INCOME	EXPENSES	PROFIT	NEW CLIENTS
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total					

Notes



FolarraStudio

Thank you!

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