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

tap a title in the digital planner to jump to it

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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

After

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

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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					☐
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					☐
					☐
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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!

Thank you for choosing FolarraStudio. I hope this planner helps your business run smoothly and grow. If you enjoy it, tell a friend about folarrastudio.com.

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