FolarraStudio

Carpenter Job Log

quote · fix · invoice

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for carpenters and finish carpenters

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 _____

Project

Measurements

Wood & finish

Deadline

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

CUSTOMER _____
ADDRESS _____
PHONE _____
PROJECTS _____
LAST JOB _____
NOTES _____

Job Log

every job, recorded

DATE	CUSTOMER	JOB	HOURS	PRICE	PAID
					☐
					☐
					☐
					☐
					☐
					☐
					☐
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Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Hourly rate			
Trim install per foot			
Door hang			
Shelving			
Custom build			

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

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

Cut List

measure twice

PROJECT _____ CUSTOMER _____

PART	QTY	LENGTH	WIDTH	MATERIAL

Warranty Log

work guaranteed

CUSTOMER	JOB	COMPLETED	WARRANTY ENDS

Lumber Order List

board feet and sizes

SIZE	SPECIES	LENGTH	QTY	BOARD FT	PRICE

Trim & Molding Log

room by room

ROOM	PROFILE	LINEAR FT	PAINT / STAIN	DONE
				☐
				☐
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				☐

Framing Checklist

before the walls close

Layout

- [ ] Plates snapped
- [ ] Openings marked
- [ ] On-center layout
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Check

- [ ] Inspection booked
- [ ] Photos taken
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Framing

- [ ] Headers sized
- [ ] Plumb & square
- [ ] Blocking added
- [ ]
- [ ]
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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

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