FolarraStudio

Dry Cleaner Order Log

clean · press · return

PRINTABLE · TICKETS, ORDERS & ALTERATIONS

This Log Belongs To

for dry cleaners and pressing shops

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this log

- Print the whole planner once, then print extra copies of the pages you use most, such as the Order log and Claim tickets 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.
- Write a claim ticket for each drop off and log the order until it is picked up.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our word for this year

Why good records matter

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Order Log

from order to pickup

DATE	CUSTOMER	ITEMS	DUE	PRICE	DONE
					☐
					☐
					☐
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Claim Tickets

tear off for the customer

TICKET NO. _____

ITEMS _____

READY DATE _____

TICKET NO. _____

ITEMS _____

READY DATE _____

TICKET NO. _____

ITEMS _____

READY DATE _____

TICKET NO. _____

ITEMS _____

READY DATE _____

TICKET NO. _____

ITEMS _____

READY DATE _____

TICKET NO. _____

ITEMS _____

READY DATE _____

Garment Count

per order

TICKET _____ CUSTOMER _____

ITEM	QTY	SERVICE	PRICE	NOTES
Shirts				
Pants				
Suits				
Dresses				
Coats				
Ties				
Bedding				

Alterations

hems and fixes

TICKET	ITEM	WORK	READY

Stain & Damage Notes

record before cleaning

TICKET	ITEM	NOTE	TOLD
			☐
			☐
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			☐

Unclaimed Items

follow up

TICKET	CUSTOMER	SINCE	CALLED	OUTCOME
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			☐	
			☐	
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Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this log makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

- For personal use. You may print as many copies as you need for yourself and your family.
- Please do not resell or upload the files elsewhere. To share, send the link to folarrastudio.com.
- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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