FolarraStudio

Personal Chef Planner

plan · cook · delight

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for personal chefs and meal prep cooks

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 New Client 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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New Client Form

details for every new client

CLIENT _____ PHONE _____

ADDRESS _____ EMAIL _____

DATE _____ REFERRED BY _____

Household & guests

Likes & dislikes

Allergies & diet

Kitchen notes

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CLIENT

PHONE

HOUSEHOLD

ALLERGIES

FAVORITES

AVOID

NOTES

CLIENT

PHONE

HOUSEHOLD

ALLERGIES

FAVORITES

AVOID

NOTES

CLIENT

PHONE

HOUSEHOLD

ALLERGIES

FAVORITES

AVOID

NOTES

CLIENT

PHONE

HOUSEHOLD

ALLERGIES

FAVORITES

AVOID

NOTES

Service Log

every job, recorded

DATE	CLIENT	MEALS COOKED	GROCERIES	FEE

Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Weekly meal prep			
Dinner party			
Cooking class			
Grocery shopping			
Holiday cooking			

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							

Client Weekly Menu

meals for the week

CLIENT _____ WEEK OF _____

DAY	BREAKFAST	LUNCH	DINNER	NOTES
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Grocery List

shop for the client

Produce

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Meat & fish

- [ ]
- [ ]
- [ ]
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Dairy

- [ ]
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Pantry

- [ ]
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- [ ]
- [ ]

Recipe Cards

client favorites

RECIPE

SERVES

INGREDIENTS

METHOD

CLIENT NOTES

RECIPE

SERVES

INGREDIENTS

METHOD

CLIENT NOTES

RECIPE

SERVES

INGREDIENTS

METHOD

CLIENT NOTES

RECIPE

SERVES

INGREDIENTS

METHOD

CLIENT NOTES

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!

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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