FolarraStudio

Sign Making Business Log

design · make · install

PRINTABLE · ORDERS, PROOFS & INSTALLS

This Log Belongs To

for sign makers and wood sign businesses

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 form and Design 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.
- Take each order on the order form, get the proof approved and log install dates.
- 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

Contents

tap a title in the digital planner to jump to it

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Sign Order Form

one sign per page

CUSTOMER _____ PHONE _____

SIZE _____ MATERIAL _____

DUE _____ PRICE _____

Wording

Colors & fonts

Mounting

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

Sign Design Sketch

layout and lettering

CUSTOMER _____ SIZE _____

Design

Order Log

from order to pickup

DATE	CUSTOMER	SIGN	DUE	PRICE	DONE
					☐
					☐
					☐
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Proof Tracker

approval before cutting

ORDER	CUSTOMER	SENT	CHANGES	APPROVED
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Install Schedule

on site jobs

DATE	CUSTOMER	ADDRESS	CREW	DONE
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				☐
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Materials Stock

what is in stock

ITEM	BRAND / SIZE	QTY	REORDER
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			☐
			☐
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			☐
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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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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.
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- 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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