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

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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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# Materials Stock

*what is in stock*

| ITEM | BRAND / SIZE | QTY | REORDER |
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# Invoice Tracker

*get paid on time*

| INVOICE NO. | CLIENT | DATE | AMOUNT | DUE | PAID |
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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.

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