FolarraStudio

Small Engine Repair Log

quote · fix · invoice

PRINTABLE · CLIENTS, JOBS & MONEY

This Planner Belongs To

for small engine and mower repair shops

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 _____

Machine & model

Problem

Last service

Approved work

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CUSTOMER _____

PHONE _____

MACHINE _____

MODEL / SERIAL _____

LAST SERVICE _____

PICKED UP _____

NOTES _____

CUSTOMER _____

PHONE _____

MACHINE _____

MODEL / SERIAL _____

LAST SERVICE _____

PICKED UP _____

NOTES _____

CUSTOMER _____

PHONE _____

MACHINE _____

MODEL / SERIAL _____

LAST SERVICE _____

PICKED UP _____

NOTES _____

CUSTOMER _____

PHONE _____

MACHINE _____

MODEL / SERIAL _____

LAST SERVICE _____

PICKED UP _____

NOTES _____

Job Log

every job, recorded

DATE IN	CUSTOMER	MACHINE	REPAIR	PRICE	PICKED UP
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
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					☐
					☐

Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Diagnosis			
Tune up			
Carb clean			
Blade sharpen			
Labor per hour			

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

Parts

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

Repair Claim Tickets

tear off for the customer

TICKET NO. _____

ITEM _____

READY DATE _____

TICKET NO. _____

ITEM _____

READY DATE _____

TICKET NO. _____

ITEM _____

READY DATE _____

TICKET NO. _____

ITEM _____

READY DATE _____

TICKET NO. _____

ITEM _____

READY DATE _____

TICKET NO. _____

ITEM _____

READY DATE _____

Equipment Intake

one machine per page

OWNER _____ EQUIPMENT _____

BRAND / MODEL _____ ENGINE SERIAL _____

FUEL DRAINED (Y/N) _____ DATE IN _____

Problem

Parts needed

Work done

Notes for owner

Tune-Up Checklist

standard service

Engine

- [ ] Oil changed
- [ ] Spark plug
- [ ] Air filter
- [ ] Fuel filter
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Final

- [ ] Test run
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Fuel

- [ ] Carburetor cleaned
- [ ] Fuel lines
- [ ] Fresh fuel
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Cutting

- [ ] Blade sharpened
- [ ] Belt checked
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Seasonal Storage Log

winter and summer storage

CUSTOMER	EQUIPMENT	IN	PREP DONE	OUT

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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