FolarraStudio

Tailoring Order Book

measure · cut · stitch

UNDATED · PRINTABLE · ORDERS, MEASUREMENTS & ALTERATIONS

This Order Book Belongs To

for tailors, dressmakers & alteration shops

BUSINESS NAME _____

NAME _____

PHONE _____

ADDRESS _____

OPENING HOURS _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Order Form and Measurement Card 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 an Order Form and a Measurement Card for every customer and keep them together.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My shop in three words

Why I love this craft

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Order Form

two orders per page

CUSTOMER _____

PHONE _____

ORDER DATE _____

DELIVERY DATE _____

GARMENT & STYLE _____

FABRIC (CUSTOMER'S / MINE) _____

STYLE NOTES _____

PRICE _____

ADVANCE PAID _____

BALANCE DUE _____

CUSTOMER _____

PHONE _____

ORDER DATE _____

DELIVERY DATE _____

GARMENT & STYLE _____

FABRIC (CUSTOMER'S / MINE) _____

STYLE NOTES _____

PRICE _____

ADVANCE PAID _____

BALANCE DUE _____

Measurement Card

two customers per page

CUSTOMER _____

DATE _____

CHEST / BUST _____

WAIST _____

HIP _____

SHOULDER _____

NECK _____

ARMHOLE _____

SLEEVE LENGTH _____

TOP / SHIRT LENGTH _____

TROUSER LENGTH _____

INSEAM _____

THIGH _____

HEM / BOTTOM _____

NOTES _____

CUSTOMER _____

DATE _____

CHEST / BUST _____

WAIST _____

HIP _____

SHOULDER _____

NECK _____

ARMHOLE _____

SLEEVE LENGTH _____

TOP / SHIRT LENGTH _____

TROUSER LENGTH _____

INSEAM _____

THIGH _____

HEM / BOTTOM _____

NOTES _____

Order Tracker

every order, cut to collected

ORDER	CUSTOMER	GARMENT	DUE	PRICE	ADVANCE	READY	GIVEN
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
						☐	☐
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						☐	☐
						☐	☐
						☐	☐
						☐	☐

Alteration Tracker

hems, fits & fixes

DATE	CUSTOMER	GARMENT	ALTERATION	PRICE	DONE
					☐
					☐
					☐
					☐
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					☐

Weekly Work Schedule

cut, stitch, finish, deliver

WEEK OF _____ ORDERS THIS WEEK _____

DAY	CUTTING	STITCHING	FINISHING	DELIVERIES
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Customer List

regulars & new faces

NAME	PHONE	ADDRESS	NOTES

Fabric & Supplies Stock

what is on the shelf

ITEM	COLOR	QTY / LENGTH	COST	REORDER
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐
				☐
				☐
				☐
				☐

Income & Expenses

money in and money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	IN	OUT

TOTALS _____

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this order book helps you stay calm, organized and on track. 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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