

Client Appointment and Payment Log

Run a week of appointments and the money that goes with them from one page.

Appointments kept and money taken, for a business that sees clients one at a time.

ONE LINE PER VISIT

For mobile trades, salons, tutors, groomers, gardeners, cleaners — anyone whose day is a list of visits. One line per appointment tells you who came, what it was, what they paid and what is still owed.

Business

Week beginning

Sheet

Kept by

Date	Time	Client	Service	Charged	Paid	How	Owing	Next visit

Taken this week

Still owed

Appointments kept