



SMALL BUSINESS PLANNER SET



Weekly Planner

WEEK : 1

WEEKLY GOALS

NO.	TO DO LIST

ACHIEVEMENT

NOTES

Shipping Tracker

DATE : 28/6/2022

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		Shipping Method	
PHONE		Shipped	

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		Shipping Method	
PHONE		Shipped	

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		Shipping Method	
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Shipping Tracker

DATE : 28/6/2022

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
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ORDER NO.		FEE	
ADDRESS		Shipping Method	
PHONE		Shipped	

CUSTOMER NAME		TRACKING NUMBER	
ORDER NO.		FEE	
ADDRESS		Shipping Method	
PHONE		Shipped	

Return Tracker

DATE : 28/6/2022

ORDER NUMBER	
TRACKING NUMBER	
CUSTOMER NAME	

RECEIVED		REFUNDED	
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REASON	
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ORDER NUMBER	
TRACKING NUMBER	
CUSTOMER NAME	

RECEIVED		REFUNDED	
-----------------	--	-----------------	--

REASON	
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Return Tracker

DATE : 28/6/2022

ORDER NUMBER			
TRACKING NUMBER			
CUSTOMER NAME			
RECEIVED	<input type="checkbox"/>	REFUNDED	<input type="checkbox"/>
REASON			

ORDER NUMBER			
TRACKING NUMBER			
CUSTOMER NAME			
RECEIVED	<input type="checkbox"/>	REFUNDED	<input type="checkbox"/>
REASON			

Order Form

DATE : 28/6/2022

CUSTOMER NAME	
EMAIL	
PHONE	

ADDRESS

NO.	DESCRIPTION	QTY	PRICE	DISC	TOTAL

PAYMENT METHOD:

ACCOUNT NO.:

SHIPPING METHOD:

TRACKING NO.

SHIPPED

SUBTOTAL :

TAX :

SHIPPING FEE :

DISCOUNT:

TOTAL :

Order Tracker

MONTH: JUN

NO.	DESCRIPTION	QTY	CUSTOMER	TRACKING NO	SHIPIING DATE

NOTE

Ads Tracker

MONTH: JUN

NO.	START DATE	END DATE	PLATFORM	COST	REVENUE

NOTE

Sale Tracker

MONTH: JUN

N O.	ITEM	PRICE	QTY	PROFIT

NOTE

Goal Action Planner

Goal _____

Start date :

Due date :

ACTIONS

Obstacles

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Important Notes

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To do list

TO DO LIST

Blank list area with 8 horizontal rows for tasks.

TO DO LIST

Blank list area with 8 horizontal rows for tasks.

Important Notes

Blank notes area with a thin border.

Important Notes

Blank notes area with a thin border.

Business Budget

MONTH: JUN

Monthly Income	
Planned Spending	

Actual Spending	
Under/Over	

WEEK 1

Expenses	
Planned	
Actual	

WEEK 1

Expenses	
Planned	
Actual	

WEEK 1

Expenses	
Planned	
Actual	

WEEK 1

Expenses	
Planned	
Actual	

TOTAL

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Important Notes

Supplier Contact List

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Supplier Contact List

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Name		Minimum Order
Phone		
Address		Review
Website		★ ★ ★ ★ ★

Contact List

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Website	

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