



small business order tracker

Track incoming orders from request through delivery.

ORDER FLOW

Use status words that match your real process: received, making, packed, shipped, delivered.

ORDER	DATE	STATUS	PAID	NOTES
Order 1				
Order 2				
Order 3				
Order 4				
Order 5				
Order 6				
Order 7				
Order 8				
Order 9				
Order 10				
Order 11				
Order 12				
Order 13				
Order 14				
Order 15				
Order 16				
Order 17				
Order 18				

Order fulfillment log

Match ORDER REF to the original 18-order tracker. Repeat this page as needed.

PERIOD / BATCH

UPDATED

Use one row per order or item group. Do not record card numbers or addresses.

ORDER REF	ITEM / VARIANT	QTY	DUE / SENT	HANDOFF / NEXT STEP

If an order needs several lines, use another copy and repeat its order reference.