



# 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 |
|-----------|----------------|-----|------------|---------------------|
|           |                |     |            |                     |
|           |                |     |            |                     |
|           |                |     |            |                     |
|           |                |     |            |                     |
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|           |                |     |            |                     |
|           |                |     |            |                     |
|           |                |     |            |                     |
|           |                |     |            |                     |

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