Order book — page 1

One line per order. Tick "Paid" only when the balance is in the bank. Keep deposit and balance in separate columns so the VAT quarter is right.

Tip: when a supplier confirms a date, write it in "Due in" and ring the customer the same day. When you book the van, write the slot (AM 8–10 / PM 1–3) not just the date.

Date	Customer	Phone	Postcode	Item / fabric / size	Total £	Deposit £	Balance £	Supplier ordered	Due in	Delivery date / slot	Paid / notes

Order book — page 2

One line per order. Tick "Paid" only when the balance is in the bank. Keep deposit and balance in separate columns so the VAT quarter is right.

Date	Customer	Phone	Postcode	Item / fabric / size	Total £	Deposit £	Balance £	Supplier ordered	Due in	Delivery date / slot	Paid / notes

Order book — page 3

One line per order. Tick "Paid" only when the balance is in the bank. Keep deposit and balance in separate columns so the VAT quarter is right.

Date	Customer	Phone	Postcode	Item / fabric / size	Total £	Deposit £	Balance £	Supplier ordered	Due in	Delivery date / slot	Paid / notes