



ACADEMY by Marcia Dexter

# Customer Order Tracking Template

ORDER MANAGEMENT

BAKER / BUSINESS NAME MONTH / PERIOD YEAR NOTES / GOALS FOR THIS PERIOD

#	CUSTOMER NAME	PHONE / EMAIL	ITEM ORDERED	EVENT DATE	READY DATE	PRICE (\$)	DEPOSIT (\$)	BALANCE (\$)	STATUS	NOTES / DESIGN DETAILS	
1									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
2									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
3									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
4									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
5									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
6									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
7									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
8									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
9									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
10									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
11									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
12									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
13									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
14									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
15									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
16									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
17									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
18									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
19									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
20									<input type="checkbox"/> New <input type="checkbox"/> In Progress <input type="checkbox"/> Confirmed <input type="checkbox"/> Complete		
<b>MONTHLY TOTALS</b>						<b>TOTAL REVENUE</b>	<b>TOTAL DEPOSITS</b>	<b>OUTSTANDING</b>	# Orders: ____ # Completed: ____ # Pending: ____		

**Ready Date** = the date you need to have the order finished and packaged.  
**Balance Due** = Quoted Price – Deposit. Collect before or at pickup.

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**STATUS KEY:**  New  Confirmed  In Progress  Complete