SMALL BUSINESS

PLANNER







Small Business Planner

MiloS

Milo ScriptSmith

https://miloscriptsmith.com/





Business Overview

Name:	Phone:			Addre	ss:
Email:		Website:			
About			Soc	cial Med	ia Handle
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		y			
		@			
		J			
		•			
Genedar: Incor	ne:	Martial	Statu	s:	Age Range:
Children: Yes No	Location:			Intere	ests:



Goals Tracker

Goal	Action Steps	Deadline	Done



Monthly Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	To-Do L	ist			Notes	
			_			



Weekly Plan

Mo	nth:	Year:
Week 1:		
Week 2:		
Week 3:		
Week 4:		
	Top Priority Goals	Focus This Month



Important Meetings

Date	Location	Meeting



Product Planner

Product Name:	Budget:
Total Expenses:	Profit:
Supplies Needed	Checklist
	<u> </u>
Description	Notes



Suppliers List

Suppliers	Name	Phone	Email	Address



Contact List

Name:
Phone:
Email
Address:
Name:
Phone:
Email
Address:
Name:
Phone:
Email
Address:
Name:
Phone:
Email
Address:



Inventory Log

Date	Item	Made to Order	QTY	Cost	Price	Profit
		Notes				
		notes				
-						



Order Form

Customer Details			
Name:	Address:		
Phone:	Customer Note:		
Email:			

#Item	Description	Quantity	Unit Price	Total

Shipping Details	Subtotal		
Shipping Method:	Tax:		
Date Shipped:	Shipping:		
Date Shipped.	Discount:		
Tracking	Total:		



Invoice

Name:			
Address:			
# Invoice:			
Invoice Date:			
Bill To:			
Due Date:			
Product Name	Affiliate Link	Price	Commission %



Order Tracker

Date	Order	Customer	QTY	Item	Shopping Date



Sales Tracker Month:

Mo	onth
TAT	JIIUII

Date	Order	Product	QTY	Price	Fees	Tota



Profit Tracker

Product	Price	Cost	Fees	Shipping	Profit



Monthly Bill Tracker

Bill	Date	Amount	Paid



Monthly Budget

	Income			Expenses
Income-1				Month
Income-2				
Other Income				Budget
	Total Income			
Bill to be paid	Due date	Amount	Paid	Notes
Notes_				

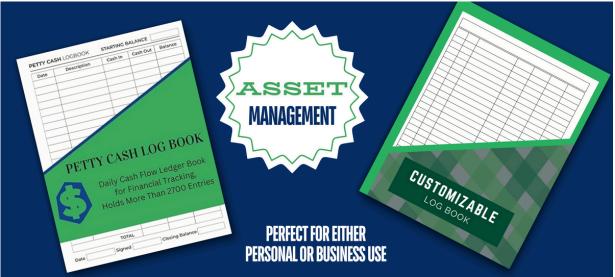


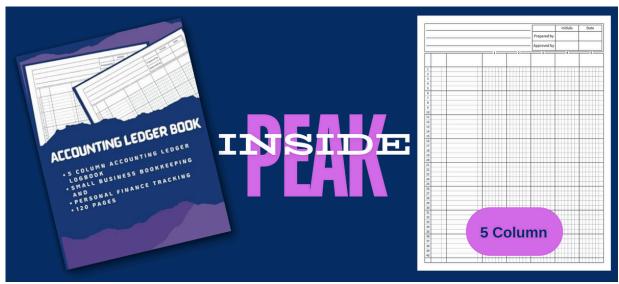
Annual Finance

Month	Income	Expenses	Savings
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total			

For Business Tools and Resources



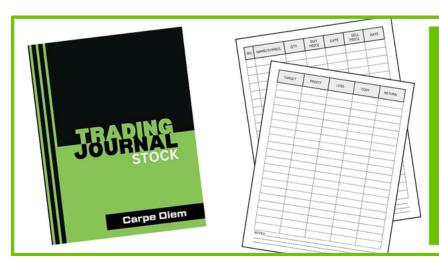




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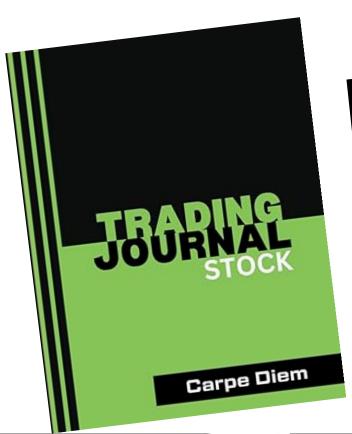


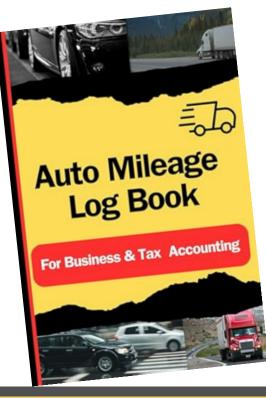
Features

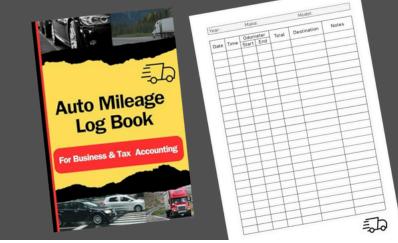
- 8.5 x 11 inches
- 2-Page Layout
- 60 sets (120 pages)
- Beginning of Year Evaluation and End of Year Evaluation Pages

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Features

- 6x9 inches, conveniently sized
- Tracking for each trip
- Conversion Chart: Kilometers to Miles
- Conversion Chart: Miles to Kilometers

For More Business Tools and Resources



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