

Small Business Sales Tracker

A straightforward record of orders and payments.

Use one row per sale. Revenue = quantity $\times$ unit price. Keep one currency throughout. This is a simple organizer—not accounting, tax, inventory or payment-processing software.

[illegible]

Sales review

A short monthly check-in for a solo business or small team.

Review paid and pending sales, check for missing records, and note what you want to follow up. Keep customer details limited to what you need.

Month	Number of sales	Revenue	Paid	Pending	Follow-up / notes