

Business Records Workbook

A fillable template for your own records. 12 pages, with editable fields and printable worksheets.

Keep client, project and follow-up notes in one place. The worksheets are intentionally blank. Add your own information and save a separate working copy.

Business or project name

Workbook owner

Review period

Organisational template only. This workbook does not provide tax or legal advice, issue invoices, calculate charges or certify statutory compliance.

How to use this workbook

One page for each record type. Reuse pages by saving additional copies of this PDF.

1. Open and save

Use a PDF reader that supports AcroForm fields. Save a new copy, enter a short test note, then reopen it to confirm that your reader preserves editable values.

2. Keep references stable

Use the same client, project and invoice references across the worksheets. Record amounts and dates from your source documents rather than guessing.

3. Review and follow up

Assign an owner and next review date. Use the weekly and monthly pages to identify unanswered questions and the next action.

4. Keep private records private

Store working copies with suitable access controls. Do not put customer, banking or identification details into a publicly shared workbook.

Contents

Pages 3-11: client brief, project scope, weekly plan, invoice references, expenses, payment follow-up, meeting notes, document register and monthly review. Page 12: storage plan and reuse license.

Client brief

Record the information needed to understand a client request.

Client reference and business name

Contact role and preferred contact channel

Request and expected outcome

Scope, constraints and open questions

Information or documents still needed

Next action, owner and follow-up date

Project scope

Agree what is included before tracking delivery.

Project reference and client reference

Deliverables and acceptance criteria

Items outside the agreed scope

Milestones and target dates

Dependencies and approvals needed

Change requests and next review date

Weekly plan

Choose a manageable set of actions for one week.

Week beginning and owner

Priority outcome for the week

Scheduled work and due dates

Dependencies or blocked work

Follow-ups to send or receive

Completed work and next-week carryover

Invoice references

Reference invoices created in your invoicing or accounting system.

Invoice reference, client and project

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Issue date, due date and currency

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Source invoice location or document link

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Amounts copied from the source invoice

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Payment status and receipt references

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Questions and next follow-up date

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Expense record

Keep a traceable note alongside the original receipt.

Expense reference and transaction date

Supplier and business purpose

Project or cost category

Amount and currency from the source receipt

Receipt location and payment reference

Review notes and person responsible

Payment follow-up

Track a conversation without treating a note as a bank receipt.

Client and invoice reference

Amount due and currency from your records

Last verified payment or contact date

Agreed next step or outstanding question

Follow-up owner and target date

Evidence reference and updated status

Meeting notes

Capture decisions and the person responsible for each action.

Meeting date, subject and project reference

Participants and roles

Discussion summary

Decisions and approvals

Actions, owners and target dates

Next meeting and documents to circulate

Document register

Record where important project documents are kept.

Document reference and title

Client or project reference

Version and last review date

Storage location and access owner

Approval or retention instructions

Next review, replacement or archive action

Monthly review

Review your own source records before setting the next priorities.

Month and person reviewing

Completed projects and outcomes

Open invoices and follow-up references

Expenses or documents needing review

Operational issues and lessons

Next-month priorities, owners and dates

Storage and reuse

Record a simple plan for protecting and maintaining your working copies.

Private working-copy location and access owner

Backup schedule and restore-check date

Next workbook review and archive action

Reuse license

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