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Store credit ledger

Print as many sheets as you need. One card per customer.

How to use the ledger

1. Write down every credit purchase right away, with the date and amount.
2. When the customer pays, write it under Payment and update the balance.
3. Agree on a limit with each customer and write it at the top of the card.
4. Once a week, copy balances to the summary and follow up on late payers.

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Customer summary

Customer	Phone	Limit	Balance	Last payment

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Customer card

CUSTOMER _____ PHONE _____ CREDIT LIMIT _____

Date	What they took / note	Purchase	Payment	Balance