

Appointment booking template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Requested on	Client	Email	Service	Preferred times	Source	Status	Confirmed slot

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FILLED EXAMPLE - all names and appointments are fictional.

Requested on	Client	Email	Service	Preferred times	Source	Status	Confirmed slot
12 May	Alex Chen	alex@example.com	Consult	Mon 9am or Tue 2pm	Website	Confirmed	Mon 12 May 09:00
12 May	Riley Patel	riley@example.com	Follow-up	Wed afternoon	Instagram	Pending	
13 May	Jordan Lee	jordan@example.com	Strategy call	Thu 11:30	Referral	Waitlist	
14 May	Morgan Diaz	morgan@example.com	Check-in	Fri 4pm	Email	Confirmed	Fri 16 May 16:00