



AN ARDENT WORKSHOP PRODUCT

Lesson & Payment Log

Log every lesson and payment; see collected and unpaid at a glance.

Free · Ardent Workshop



Stop losing track of who's paid

This free log does one thing well: it keeps every lesson and every payment in one place. Log the date, the student, what you taught, whether they came, the fee, and whether it's paid — and it totals your collected and unpaid tuition, so you always know what's still to chase.

THE ONE COLUMN THAT MATTERS

Keep the Paid? column current and the log does the rest — Collected and Unpaid totals update themselves, so a friendly studio stops quietly giving lessons away.

How to use it

- 1 Open Lesson-and-Payment-Log.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Clear the example rows and log your own — one row per lesson, with the fee and whether it's paid.
- 3 Use the Attended? and Paid? dropdowns; unpaid rows turn red so they're easy to spot.
- 4 Read the Collected and Unpaid totals at the bottom — the unpaid number is your to-do list.

THIS IS THE SIMPLE VERSION — GET THE WHOLE STUDIO

This free log tracks lessons and payments. The Private-Lesson / Tutor Studio Manager adds the rest — a live roster that tracks makeup credits and package balances per student, a lesson rate calculator, a term and recital planner, and a dashboard that rolls it all up, in one owned workbook. [Get the full workbook at ardentworkshop.com](https://ardentworkshop.com) >

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