[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Dental practice appointment schedule

Daily appointment book - treatments, chairs and clinicians.

Date	[Date]

Appointments

Time	Patient	Clinician	Treatment	Chair	Status
09:00	[name]	[dentist]	[e.g. check-up]	[1]	[booked]

Sign-off

Prepared by	Signature	Date