

Recording bookings for hair and beauty treatments

It is very important that appointments are recorded accurately to allow enough time for treatments. You will need to understand treatment times, and the system used for making appointments.

Service or treatment	Time needed	Stylist/beautician
Wet cut – short hair	15 mins	Any qualified stylist
Cut & blow dry	45 mins	Any qualified stylist
Wet cut – long hair	30 mins	Any qualified stylist
Shampoo & set	60 mins	Any trainee
Colour - highlights	90 mins	Qualified colourist – Sam, Andre, Kim
Deep cleansing facial	60 mins	Amy, Saira
Mini-facial	30 mins	Amy, Saira
Manicure and nail art	30 mins	Any trainee

Understanding treatments and timing

To book appointments, you will need to know:

- the names of treatments
- the time needed to complete each treatment
- which members of staff are qualified to carry out each treatment

Appointments - Saira			
Time slot		Customer name	Treatment
10	00	<i>Shahida Khan</i>	<i>Mini facial</i>
	15		
	30	Break	
	45	<i>Mrs M Frost</i>	<i>Cut and blow dry</i>
11	00		
	15		

Booking appointments

This appointment system is divided into 15-minute time slots.

A 30-minute appointment takes up two time slots.

A 45-minute appointment takes up three time slots.

Shade or block out each appointment so that you can easily see which time slots are free.

Remember to leave some time for breaks.