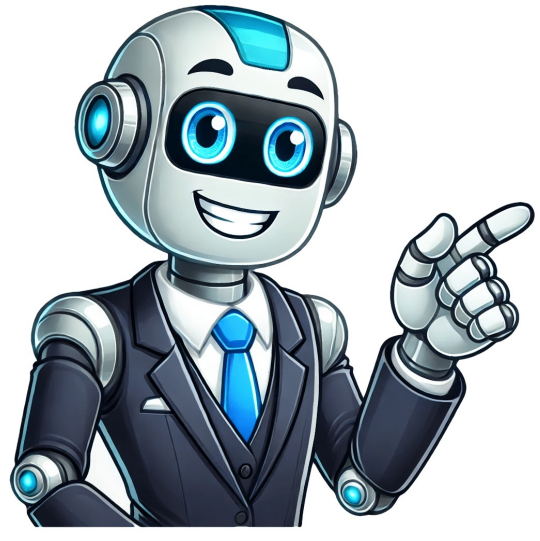


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Existing clients with a no-show or cancellation history will also be required to pay deposits any booking.Payment for all services can be made by cash, EFTPOS, Visa, and MasterCard will incur a [insert value] surcharge. AMEX will incur a [insert value] % surcharge. P2P app will incur [insert value] % surcharge. Salon Policies for Employees/Polices for staff are a little easier to get across and can simply be added to any onboarding documentation when staff is hired and listed in the break room so that it is clear what is expected of staff when they are at the salon. There are many rules and policies that you can enforce on your staff. Below is a nice long list of suggestions:Staff is expected to arrive on time, ready to start work. Multiple late arrivals could result in dismissal. Workspaces and common areas are to be kept tidy. All staff are expected to clean up after themselves. No drama in the salon. The use of drugs or alcohol at work will result in dismissal.When calling in sick, management must be notified with ample time to find a replacement.Staff is expected to keep appearance tidy and professional at all times.Professionalism is expected, always. Staff is never to argue with customers.Staff is expected to treat one another with respect and professionalism at all times.Cell phone use is only permitted on breaks.If you are sick, stay home.Theft is not tolerated. Removing anything that is not yours from the premises without permission will result in termination.Customers are to be greeted as soon as they walk into the salon.Staff is to always be polite, friendly, and upbeat with customers.Staff is expected to participate in all team meetings and training sessions.Staff is expected to recommend products and upsell where possible.Don't Overlook the Importance of Salon Policies/Polices and procedures may not be all that fun to implement, but they're necessary for any business.With complete transparency and the comfort that you are safeguarded against many usually stressful situations, you can invest more energy in pleasing your clients and enjoy the satisfaction that comes from watching them walk out with that extra pep!When in doubt, ask a professional. Consumer and employment laws vary from one state or country to the next, so when crafting your policies, it's a good idea to have a legal professional go over your documents. This ensures that you're operating on the right side of the law and you aren't putting yourself at risk of a lawsuit. If you're unsure of the laws in your state or country, you can find a lawyer or legal professional who can help you understand the laws in your jurisdiction. You can also find legal advice online, but be sure to consult with a professional for your confirmation email. We help you make sure that you and your clients stay on the same page and have a smooth experience. Learn more about the capabilities of Booksy by starting your free trial today!List your business Whether you like or not, rules are necessary for all aspects of life. In a salon where things can get busy and chaotic quickly, it's critical to have set rules for your staff and clients in order to keep things running as smoothly as possible. Salon managers and owners are also responsible for managing many different personalities at a salon, and setting rules can help managers set the tone and create a workforce that abides by directions and works together cohesively Shop Minerva Beauty's Salon Stations Why It's Important to Implement Rules Prompt order and organization. Imagine if there weren't any rules and people could do whatever they wanted at any time. This could create a lot of chaos – especially in a busy salon. Rules are like boundaries in the sense that they are important to set and to have, and they can be found everywhere. In salons, you have people from all walks of life, each with their own personality, work ethic and goals. When it comes to your employees, they most likely show up to work because they love their job and because they have to. They arrive at a certain time because that's when their clients and you expect them to be there. They clean up their salon stations because they are told to do so by their peers or by management. But imagine if none of those rules existed and, instead, your salon employees showed up to work whenever they wanted and didn't clean because they didn't feel like it. It would be nearly impossible to run a business. Shop Minerva Beauty's Salon Chairs How to Enforce Rules No one wants to micro-manage their employees as most employees don't want to be micro-managed either. However, aside from setting rules, they also need to be enforced. How do you go about enforcing rules so that they are effectively followed in a salon? Here are some ways you can keep rules top of mind. Make employees review and sign an employee handbook with the rules Send out email reminders if rules aren't being followed Post signage of your salon rules in break rooms and common areas Remind employees of rules during team meetings Enforce consequences when rules are broken Reward employees for following the rules Simple Rules Your Salon



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