

Friends & Family Service Sheet

Service Provider: _____ F+F Name: _____

Today's Date: _____

Each friend and family service must have approved paperwork attached to accurate receipts and payment submitted to management the same day as service.

- ☐ **Step 1. Schedule accurate F+F appointment on the book**
- ☐ **Step 2.** Appointment checked in
- ☐ **Step 3.** Ticket updated to reflect accurate service(s) rendered
- ☐ **Step 4.** Amenities charge \$25 added to every salon service ticket under House
- ☐ **Step 5.** Color charge added (must match salon Scale) under house
- ☐ **Step 6.** Payment collected by *Concierge Team (no tips through computer- cash only)
- ☐ **Step 7.** Print receipt and attach traveler and receipt to this paper
- ☐ **Step 8.** Submit to Management on Sydney's desk in black tray the same day of appointment.

**Service providers may not check out their own guests. It is the service provider's responsibility to ensure ticket and payment accuracy.*

I agree to the above information, and understand that if protocol isn't accurately followed, it is subject to: write up, loss of F+F perk, and possible termination. Any money owed will be deducted from my next paycheck.

Signature: _____

Office use only:

- ☐ Ticket attached
- ☐ Payment accurate

Initials : _____

Friends & Family Services

***Only for pre-approved F+F**

Hair Stylist's F+F only Cut + Style

Service	Amenities Charge	
All Cut & Style Services	\$25 Amenities fee	Amenities Service under 'House'
Blowout + Style		
Up Do (no shampoo)		
Extensions		
		Hair ordered on own credit card
Must be booked as amenities charge on the schedule		

Color + Style

All Color Services	\$25 Amenities Fee + Aveda Color Charge	Amenities Service under 'House' + Aveda Color Charge
Must be booked as amenities charge on the schedule		

Treatments

Service	Actual Cost	No Discounts on Treatments
Keratin Complex	\$395	
Add On Bond Repair	\$45	
Add On Shine	\$30	
Add On Scalp Pro Trt	\$45	

Esthetician's F+F only Spa Facials

Service	Amenities Charge	
30 min Focus facial	\$25	Amenities Service under 'House'
60 Min Signature Facial	\$25	
Add on Plant Peel	\$25	
Dermaplaning	\$25	
No discounts on peels & masques		

Waxing + Tinting

Service	Amenities Charge	
Facial Waxing + Tint	50% Discount	Amenities Service under 'House'
Dermaplaning	\$25	

HydraFacial

Service	Actual Cost	20% Discount
30 Min Signature	\$199	20% Savings
45 Min Deluxe	\$295	
60 Min Platinum	\$325	
Add on Hand	\$45	
Add on LED Therapy	\$45	
Add on Neck & Dec	\$95	
Signature Microneedling	\$275	
Use discount code 'ff20' on ticket No discounts on HFX Lip & Eye Perks		

Employee Service Sheet

Service Provider:_____ Today's Date:_____

Employee Name (Receiving Service):_____

Each employee service must have approved paperwork attached to accurate receipts and payment submitted to management the same day as service.

- ☐ **Step 1.** Schedule accurate employee appointments on the schedule.
- ☐ **Step 2.** Appointment checked in
- ☐ **Step 3.** Ticket updated to reflect accurate service(s) rendered
- ☐ **Step 4.** Amenities charge added to ticket
- ☐ **Step 5.** Color charge added (must match salon Scale)
- ☐ **Step 6.** Payment collected by *Concierge Team (no tips through computer- cash only)
- ☐ **Step 7.** Print ticket and attached to this form
- ☐ **Step 8.** Submit to Management on Sydney's desk in black tray the same day of appointment.

**Service providers may not check out their own guests. It is the service provider's responsibility to ensure ticket and payment accuracy.*

I agree with the above information, and understand that if protocol isn't accurately followed, it is subject to: write up, loss of employee service perk, and possible termination. Any money owed will be deducted from my next paycheck.

Signature:_____

Office use only:

- ☐ Ticket attached
- ☐ Payment accurate

Initials :_____

Employee & Services

Cut + Style

Service	Amenities Charge	
Haircut+Wash+ Treatment	\$25	Amenities Service under 'House' Dry HC \$0
Blowout + Style	\$25	
Up Do (no shampoo)	\$25	
Extension Services	\$25	Hair purchased on own credit card
Must be booked as amenities charge on the schedule		

Color + Style

All Color Services	\$25 + Aveda Color Charge	Amenities Service under 'House' + Aveda Color Charge
Must be booked as amenities charge on the schedule		

Treatments

Service	Actual Cost	50% Discount
Keratin Complex	\$395	\$197.50
Add On Bond Repair	\$45	\$22.50
Add On Shine	\$30	\$15
Add On Scalp Pro Trt	\$45	\$22.50
Use code 'es' for 50% discount on ticket (service goes under house)		

Retail Items

Employees receive 40% off of retail items
Use discount "er" for 40% discount

***ONLY ONE employee service on the books per day per provider per day. Employees may only receive services on their day off, while clocked out, booked the same day and will commit to asking the service providers permission to schedule on their regular work day.**

Spa Facials

Service	Actual Cost	50% Discount
30 min Focus facial	\$75	\$37.50
60 Min Signature Facial	\$125	\$62.50
Add on Plant Peel	\$25	\$12.50
Dermaplaning	\$65	\$32.50
Use discount code 'es' for 50% off service.		

Waxing + Tinting

Service	Actual Cost	50% Discount
Brow	\$25	\$12.50
Lip	\$20	\$10
Nose	\$14	\$7.00
Lash Lift	\$69	\$34.50
Lash Tint	\$25	\$12.50
Brow Lamination	\$70	\$35
Brow Tint	\$25	\$12.50
Use discount code 'es' for 50% off service.		

HydraFacial

Service	Actual Cost	50% Discount
30 Min Signature	\$199	\$99.50
45 Min Deluxe	\$295	\$147.50
60 Min Platinum	\$325	\$162.50
Add on Hand	\$45	\$22.50
Add on LED Therapy	\$45	\$22.50
Add on Neck & Dec	\$95	\$47.50
Signature Microneedling	\$275	\$137.50
Use discount code 'es' for 50% off service. No discount for HFX Lip & Eye Perks		