# [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. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

## Salon appointment book

Daily appointment book - clients, stylists, services and timing.

**Date:** _____

### Appointments

| Time | Client | Stylist | Service | Duration | Status |
|---|---|---|---|---|---|
| 09:00 | [name] | [stylist] | [e.g. cut & colour] | [2h] | [booked] |
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### Sign-off

**Prepared by:** _____ **Signature:** _____ **Date:** _____