[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 client record card

One card per client - hair history, allergies and preferences, always to hand.

Client details

Full name: _____

Phone: _____

Email: _____

Hair type: _____

Allergies (patch test date): _____

Colour history: _____

Service history [Date - service - stylist - notes]

Preferences and notes [e.g. prefers morning appointments, sensitive scalp]

Sign-off

Stylist: _____ **Date:** _____