

Salon booking setup sheet

Time your services, plan your breaks and write your intake questions before you open bookings.

1. Time your three most-booked services

Time them for a week, from greeting the client to the station being ready for the next one.

Service	Time 1	Time 2	Time 3	Longest	Length to set

Lengths available: 15, 20, 30, 45, 60, 90 minutes, 2, 3 or 4 hours. Round up, not down.

2. Breaks and notice

Clean-up break between clients (none, 5, 10, 15, 30, 45 or 60 min): _____

Earliest booking (any time, 1, 2, 4 or 12 hours, 1, 2 or 3 days, 1 week ahead): _____

3. Chair hours

Day	Open	Close	Second block (add after publishing)
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			

Dates to close (holidays, shows, training): _____

4. Intake questions (up to five)

1. _____ ☐ required

2. _____ ☐ required

3. _____ ☐ required
4. _____ ☐ required
5. _____ ☐ required

The full guide, with the video: fynl.io/blog/free-booking-site-for-hairstylists/

Free booking page: fynl.io/free-online-booking-system