

The Beauty Business Systems Check

Seven essentials to review before your next busy week

☐ **Client intake**

Do you collect only the information needed for the service, confirm suitability, and protect client records?

☐ **Consultation and consent**

Are service expectations, risks, photo choices, and any required service-specific consent documented?

☐ **Booking and payment rules**

Can a client find your cancellation, late arrival, no-show, deposit, and refund terms before booking?

☐ **Pricing**

Have you reviewed supplies, time, overhead, taxes, and your target margin for each service?

☐ **Follow-up**

Do you have a repeatable aftercare message, concern-resolution process, and rebooking prompt?

☐ **Inventory**

Can you see what needs reorder and who is responsible before supplies run low?

☐ **Weekly numbers**

Can you find sales, expenses, rebookings, cancellations, and top services in one place?

Your 20-minute reset

Choose one gap and make one improvement today

The system I need to improve first:

One small change I can make this week:

Who will own it, and by when:

How I will know it worked:

Keep your next step practical

This checklist is an educational business organizer. It does not authorize beauty services or replace current licensing, health, insurance, legal, tax, or medical guidance. Confirm requirements for your location and service.

Explore business systems at thebeautyboss.online