



RECORD KEEPING APPOINTMENT BOOK

2011

*Keep an income journal of daily, weekly & monthly service sales plus tips.
Also keep track of monthly expenses.*

Welcome to the NouriTress Professional!

Record Keeping Appointment Book

This appointment book, expense tracker and income journal is designed to help you achieve financial success by assisting you in setting income goals and helping you maintain an accurate register of you daily, weekly and monthly service sales as well as your monthly expenses .

How to use:

After each client has been scheduled and serviced for an appointment, record the total amount of the service in the "Cost" column next to the client's name. If a tip is received, record the tip amount in the "Tip" column next to the client's name. At the end of the day, add up the total amount of services rendered and record this total in the "Daily Total" column located at the bottom of the calendar day.

Add all the daily totals together and record them in the weekly totals column. Input your weekly totals in your E-log software. At the end of the month, record your monthly totals in the monthly totals column located at the end of each month.

Located at the end of each month, keep track of your monthly expenses and record them on the monthly expenses column located on the Monthly Totals page.

Sample Service Codes:

S/S = Shampoo & Style
CLR = Color
HI – Highlights
W V = Weaving
EYE = Eyebrow Shape
F = Facials
PED = Pedicure

R= Relaxer
P = Perm,
C = Cut
Cond = Conditoner
M = Makeup
MAN = Manicure
AC = Acrylic

2011 INCOME GOAL

(HOW MUCH WOULD YOU LIKE TO MAKE FOR THE YEAR)

\$

(TRANSFER TO YEAR END TOTAL SALES PAGE — BACK OF BOOK)

**WOMAN MUST NOT ACCEPT;
SHE MUST CHALLENGE.**

**SHE MUST NOT BE AWED BY THAT WHICH
HAS BEEN BUILT UP AROUND HER;**

**SHE MUST REVERENCE THAT WOMAN IN
HER WHICH STRUGGLES FOR EXPRESSION.**

~ MARGARET SANGER ~

May - 2011

MONDAY - 5/2	Cost	Tip	TUESDAY - 5/3	Cost	Tip	WEDNESDAY - 5/4	Cost	Tip
6:00			6:00			6:00		
6:30			6:30			6:30		
7:00			7:00			7:00		
7:30			7:30			7:30		
8:00			8:00			8:00		
8:30			8:30			8:30		
9:00			9:00			9:00		
9:30			9:30			9:30		
10:00			10:00			10:00		
10:30			10:30			10:30		
11:00			11:00			11:00		
11:30			11:30			11:30		
12:00			12:00			12:00		
12:30			12:30			12:30		
1:00			1:00			1:00		
1:30			1:30			1:30		
2:00			2:00			2:00		
2:30			2:30			2:30		
3:00			3:00			3:00		
3:30			3:30			3:30		
4:00			4:00			4:00		
4:30			4:30			4:30		
5:00			5:00			5:00		
5:30			5:30			5:30		
6:00			6:00			6:00		
6:30			6:30			6:30		
7:00			7:00			7:00		
7:30			7:30			7:30		
8:00			8:00			8:00		
8:30			8:30			8:30		
DAILY TOTAL			DAILY TOTAL			DAILY TOTAL		

May - 2011

THURSDAY - 5/5	Cost	Tip	FRIDAY - 5/6	Cost	Tip	SATURDAY - 5/7	Cost	Tip
6:00			6:00			6:00		
6:30			6:30			6:30		
7:00			7:00			7:00		
7:30			7:30			7:30		
8:00			8:00			8:00		
8:30			8:30			8:30		
9:00			9:00			9:00		
9:30			9:30			9:30		
10:00			10:00			10:00		
10:30			10:30			10:30		
11:00			11:00			11:00		
11:30			11:30			11:30		
12:00			12:00			12:00		
12:30			12:30			12:30		
1:00			1:00			1:00		
1:30			1:30			1:30		
2:00			2:00			2:00		
2:30			2:30			2:30		
3:00			3:00			3:00		
3:30			3:30			3:30		
4:00			4:00			4:00		
4:30			4:30			4:30		
5:00			5:00			5:00		
5:30			5:30			5:30		
6:00			6:00			6:00		
6:30			6:30			6:30		
7:00			7:00			7:00		
7:30			7:30			7:30		
8:00			8:00			8:00		
8:30			8:30			8:30		
DAILY TOTAL			DAILY TOTAL			DAILY TOTAL		
						WEEKLY TOTAL		

