

SIMPLY  
ORGANIC®

## SALON PREP CHECKLIST

Make sure to take these essentials with you when crisis strikes.

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License

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Bag of Products & Tools

- a. Shears
- b. Combs & Brushes
- c. Color Brushes & Bowls
- d. Hot Tools
- e. Capes
- f. Towels
- g. Gloves
- h. Barbicide
- i. Products

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Clientele Profiles/Records (Print)

- a. Name
- b. Number
- c. Email
- d. Formula

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Arrange HOLD on Mail & Deliveries  
& Miscellaneous

- a. Water
- b. Internet
- c. Email
- d. Snack Items

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Image or list of Inventory/Report (Daily)

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Signages on Front Door - with  
Contact Number

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All Social Media Accounts & Passwords

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Switch all salon phones over

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Calendar of appointments

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Unplug All Electronics

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Computer-Laptop- Tablet

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Clean up salon and put away  
all supplies

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Gift Certificates