

BELFAST SALON OWNER'S MONDAY SHEET

Week starting: ____ / ____ / ____ Filled in by: _____

1. Chair and rota gaps this week

Day	Who's off or short	Bookings affected	Who's covering / moved to	Sorted?
Mon				☐
Tue				☐
Wed				☐
Thu				☐
Fri				☐
Sat				☐
Sun				☐

2. Last week's no-shows and late cancels

Client	Service	Value £	Deposit kept?	Rebooked?
			☐	☐
			☐	☐
			☐	☐
			☐	☐

3. Stock and supplier bills

Product / supplier	Reorder or bill	Amount £	Due date	Done?
				☐
				☐
				☐
				☐

4. Reviews to answer (Google, Fresha, Treatwell, Booksy, Facebook)

Reviewer	Stars	Where	Reply sent?
			☐
			☐
			☐

5. One post this week

Photo of: _____ Caption idea: _____ Posted? ☐

6. Till against card machine (last week)

	£
Card takings (terminal report)	
Cash takings (counted)	
Booking-app / online prepaid	
Total taken	
Total on booking system for the week	
Difference (explain below)	

Notes: _____

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