FolarraStudio

Lash Tech Client Forms

book · care · glow

PRINTABLE · CLIENTS, JOBS & MONEY

These Forms Belong To

for lash artists

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use these forms

- Print the whole planner once, then print extra copies of the pages you use most, such as the Client Consultation and Client list pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Fill in a client profile for each new client and log every job on the day.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

My business word for this year

Why I love this work

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Client Consultation

first visit with a new client

CLIENT _____ PHONE _____

EMAIL _____ DATE _____

BIRTHDAY _____ REFERRED BY _____

Lash goals & style

Eye sensitivities

Aftercare explained

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Notes

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CLIENT _____

PHONE _____

STYLE _____

CURL & DIAMETER _____

LENGTHS MAP _____

ADHESIVE _____

NOTES _____

CLIENT _____

PHONE _____

STYLE _____

CURL & DIAMETER _____

LENGTHS MAP _____

ADHESIVE _____

NOTES _____

CLIENT _____

PHONE _____

STYLE _____

CURL & DIAMETER _____

LENGTHS MAP _____

ADHESIVE _____

NOTES _____

CLIENT _____

PHONE _____

STYLE _____

CURL & DIAMETER _____

LENGTHS MAP _____

ADHESIVE _____

NOTES _____

Appointment Log

every visit, recorded

DATE	CLIENT	FULL SET / FILL	STYLE & MAP	PRICE

Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Classic full set			
Hybrid full set			
Volume full set			
Fill (2 weeks)			
Lash lift			
Removal			

Weekly Schedule

the week at a glance

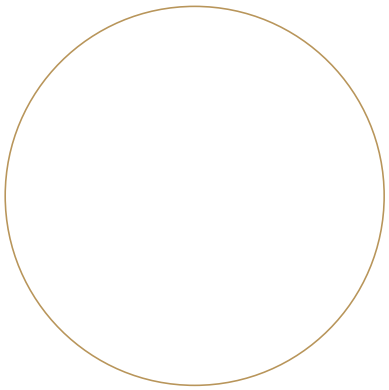
WEEK OF _____ NOTES _____

TIME	MON	TUE	WED	THU	FRI	SAT	SUN
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							

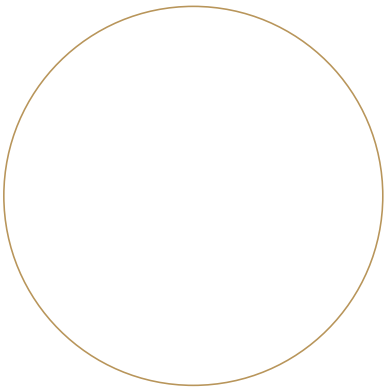
Lash Maps

sketch the length map for each client

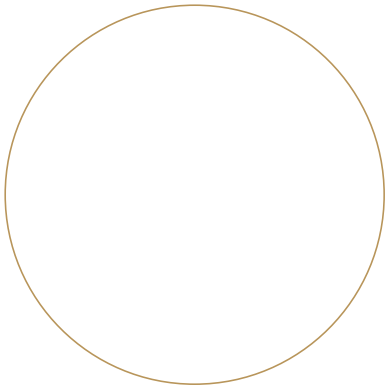
1



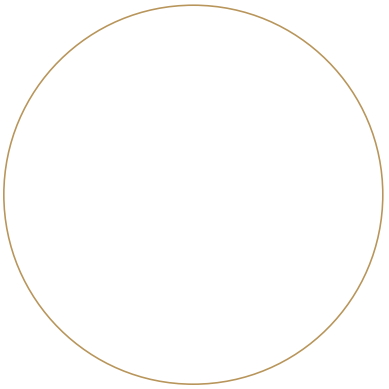
2



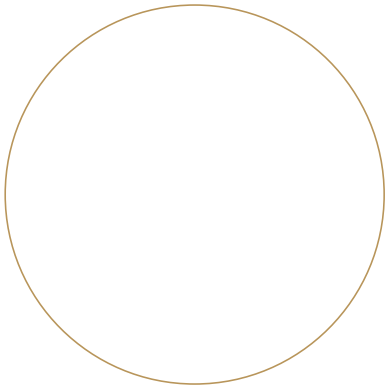
3



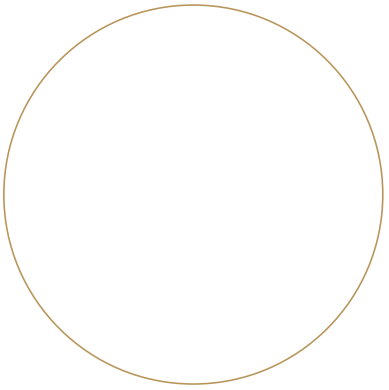
4



5



6



Appointment Book

today's bookings

DATE _____ NOTES _____

TIME	CLIENT	SERVICE	PHONE	ARRIVED
				☐
				☐
				☐
				☐
				☐
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				☐

Lash Supply Inventory

what is on the shelf

PRODUCT	BRAND	SIZE	QTY	REORDER
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐
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Invoice Tracker

get paid on time

INVOICE NO.	CLIENT	DATE	AMOUNT	DUE	PAID
					☐
					☐
					☐
					☐
					☐
					☐
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					☐

Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

TOTALS _____

Yearly Overview

the business at a glance

YEAR _____ GOAL _____

MONTH	JOBS	INCOME	EXPENSES	PROFIT	NEW CLIENTS
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
Total					

Notes



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Thank you!

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