FolarraStudio

Tattoo Artist Client Log

book · care · glow

PRINTABLE · CLIENTS, JOBS & MONEY

These Forms Belong To

for tattoo artists and studios

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

Contents

tap a title in the digital planner to jump to it

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Client Consultation

first visit with a new client

CLIENT _____ PHONE _____

EMAIL _____ DATE _____

BIRTHDAY _____ REFERRED BY _____

Design idea

Placement & size

Skin & allergy notes

Aftercare explained

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

Client List

everyone you work with

CLIENT	PHONE	EMAIL	SINCE	NOTES

Client Profiles

the details that matter

CLIENT

PHONE

PIECE

PLACEMENT

SIZE

SESSIONS

NOTES

CLIENT

PHONE

PIECE

PLACEMENT

SIZE

SESSIONS

NOTES

CLIENT

PHONE

PIECE

PLACEMENT

SIZE

SESSIONS

NOTES

CLIENT

PHONE

PIECE

PLACEMENT

SIZE

SESSIONS

NOTES

Appointment Log

every visit, recorded

DATE	CLIENT	PIECE	HOURS	DEPOSIT	PRICE

Services & Prices

what you offer

SERVICE	PRICE	TIME	NOTES
Minimum			
Hourly rate			
Small flash			
Half day			
Full day			
Touch-up			

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							

Design Sketches

ideas for client pieces

CLIENT _____ DATE _____

Sketch

Sketch

Appointment Book

today's bookings

DATE _____ NOTES _____

TIME	CLIENT	SERVICE	PHONE	ARRIVED
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐
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				☐
				☐
				☐
				☐
				☐
				☐
				☐

Studio Supply Inventory

what is on the shelf

PRODUCT	BRAND	SIZE	QTY	REORDER
				☐
				☐
				☐
				☐
				☐
				☐
				☐
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				☐

Consent & Placement

one tattoo per page

CLIENT _____ DATE _____

PLACEMENT _____ SIZE _____

ID CHECKED (Y/N) _____ CONSENT SIGNED (Y/N) _____

Design notes

Stencil approved

Skin notes

Aftercare given

Needle & Ink Record

what was used

DATE	CLIENT	NEEDLES	INK COLORS	LOT NO.

Aftercare Checklist

give with every tattoo

First day

- [ ] Keep covered as advised
- [ ] Wash gently
- [ ] Pat dry
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Follow-up

- [ ] Touch-up booking
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Healing

- [ ] Thin layer of balm
- [ ] No soaking
- [ ] No sun
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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



FolarraStudio

Thank you!

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