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

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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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				☐
				☐
				☐
				☐
				☐
				☐
				☐

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
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
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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



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner helps your business run smoothly and grow. If you enjoy it, tell a friend about folarrastudio.com.

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