Daily Appointment Book

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Date: Staff:

Time	Client name	Phone	Service	Notes	Showed
09:00					
09:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
13:00					
13:30					
14:00					
14:30					
15:00					
15:30					
16:00					
16:30					
17:00					
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					

Tips: Always note a phone number; you need it to cancel or remind. · Tick "Showed" for every visit so you can work out your no-show rate at month end. · Block long services across several rows so the slot stays reserved.

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Weekly Appointment Planner

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Week of: _____ Staff: _____

Monday	**Tuesday**
Wednesday	**Thursday**
Friday	**Saturday**
Sunday	

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