SALON APPOINTMENT FOLLOW-UP

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use a short appointment label rather than private contact details.

STEP 2 Record the question, person following up and next review date.

STEP 3 Mark an arrangement confirmed only after receiving a reply.

STEP 4 Which fact or document still needs checking?

SALON APPOINTMENT FOLLOW-UP

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	APPOINTMENT OR CLIENT LABEL	PERSON RESPONSIBLE	REVIEW PROGRESS	REPLY REFERENCE AND AGREED NEXT ACTION

Outstanding question or record to confirm

SALON APPOINTMENT FOLLOW-UP

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use a short appointment label rather than private contact details.

Concrete next action	Owner / due

ACTION 2 Record the question, person following up and next review date.

Concrete next action	Owner / due

ACTION 3 Mark an arrangement confirmed only after receiving a reply.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This local list does not message clients, schedule appointments or enforce fees. Confirm policies and arrangements directly.

- [ ] Source checked
- [ ] Next action assigned