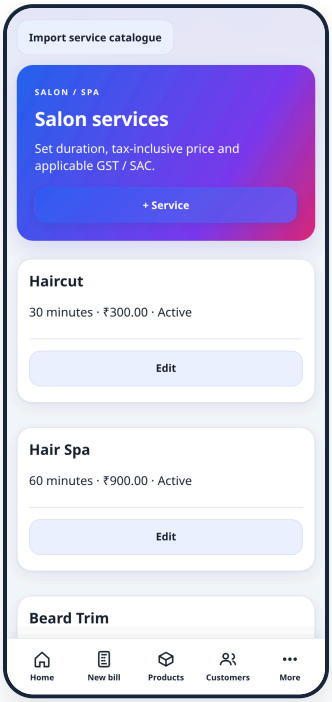
BUSINESS 08 · GET READY

Salon / Spa

Book a visit. Bill it once.

Best for: Salons, barbers, beauty studios and spas.



Actual app interface in an isolated browser preview. Fictional sample records; native activation and hardware are not demonstrated.

1. **Choose the preset**
   Settings → Features → Business type → Salon / Spa.
2. **Create services**
   Set service name, duration, price, applicable tax and active status.
3. **Add staff**
   Set staff details and commission settings. Review package terms and customer preferences when needed.

Your main tools
Salon services · Appointments / walk-ins · Packages & memberships · Salon staff & tips · Salon reports

BUSINESS 08 · DAILY WORKFLOW

Follow these steps.

1. **Book or receive a walk-in**
   Open Appointments / walk-ins. Choose customer, service, staff, date and time.
2. **Check the time slot**
   Duration is based on the selected services. The app checks overlapping appointments recorded on this device.
3. **Record an advance**
   Enter only money actually received for the appointment. Keep it linked to this visit.
4. **Complete the visit**
   Apply the eligible package session or membership benefit and review any balance.
5. **Record payment and tips**
   Enter remaining receipts. Record a tip separately so it is not confused with the service price.
6. **Review completion**
   Complete once to create the invoice. Check visit history, package balance, staff commission and payment totals.

> **Advance plus final payment**
> Haircut ₹300 at 0% sample tax. Receive ₹100 advance, then ₹200 after the visit. The service is billed once for ₹300; total receipts are ₹300.

BUSINESS 08 · STAY IN CONTROL

Useful tools. Clear checks.

Prepaid sessions

Sell a package to a named customer with sessions, expiry and terms. Review remaining sessions and unused value. Receipt of package money is separate from session billing.

Memberships

Set validity, fee and discount terms. Check the membership benefit during completion before collecting the final amount.

Cancellation and undo

Use the appointment's linked refund / undo flow. Refund an unbilled advance before cancellation when required; do not use an unrelated retail return.

Staff and preferences

Review commissions, tips and payouts separately. Store sensitive client notes only with consent and a clear business need.

Before you finish

- ✓ The chosen staff member has the correct time slot.
- ✓ The same visit is completed only once.
- ✓ Package use, advance, final payment and tip reconcile.

Appointment collision checks use records on this device. Separate phone and computer records are not shared automatically.