

Natural Brow

Instructions for Natural Brow Client Records Form:

- Purchase file folders from an office supply.
- Attach a Natural Brow Client Consultation Form to the inside of a file folder. Glue sticks work well to permanently attach the forms to the inside of the folder.
- Write your client's first name and last name initial on the folder tab.
- Add the Natural Brow Client Record sheets as needed to maintain records of each appointment. These can be paper clipped to the inside. The corners can also be glued into the folder to prevent loss
- The newer Client Records will go on top so that the most recent information is readily accessible.
- Accurate record keeping will help you keep track of your services and add to your professionalism. By remembering what your client's needs are, you will save time and improve your services. Keep the client folders in a safe place to protect confidentiality.
- In case of allergic reactions or any other urgent question, you will be able to provide invaluable and accurate information by referring to their folder.
- You may already have a system in place for record

keeping. There are good software programs available. The key is to document everything well.

- Document specific widths, lengths, and colors of brows as well as type of adhesive used. It is also helpful to note style and location.

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***Natural Brow Eyebrow Extension Client Records
(Attach to Release Form)***

General Information:

Date: / /

Certified Technicians Name: _____

Client Name: _____

Natural eyelash condition/length: _____

_____ Refill or _____ Touchup

Style desired: _____

Comments: _____

Adhesive (s)/ Extension Color:

_____ #1 Clear Natural Brow Adhesive

_____ #2 Black Natural Brow Adhesive

_____ Color of extensions

Brows #1 (Inner arch)

Brow Length: ____mm

of brows applied: _____

Brows #2 (Mid arch)

Brow Length: ____mm

of brows applied: _____

Brows #3(Outer arch)

Brow Length: ____mm

of brows applied: _____

Additional notes or products

used: _____
