

## Stella Luca Salons - Tabs and Employee Purchases:

Effective August 8<sup>th</sup>, 2011

### CRITICAL:

- **There are to be NO exceptions to this procedure. Any violation of this procedure will subject you to disciplinary action up to and including termination.**
- **All items removed from the retail area by a stylist must be tendered through Salon Iris before they are removed (following the procedure below).**
- **Stylists only may use tab privileges. No other person may add any item to a tab.**

### **Procedure to add an item(s) to a stylist tab:**

1. Create a ticket using the correct employee name (all tickets without exception).
2. Enter your name in the "Created By" field.
3. Add all items to the ticket as you would any other sale.
4. Enter the correct discount for each item.
5. Tender the ticket with \$0.00 cash as the tender amount and type.
6. When the receipt prints, have the stylist sign one copy and retain that copy in the drawer.
7. Reprint the ticket and give the 2<sup>nd</sup> copy to the stylist.
8. Then, and only then, may the item be removed from the retail area.

*Do not allow items to be removed from the retail area without following this procedure. You must immediately address the removal of any items with the person involved AND you must notify Bill via phone call at 321-663-5123 for EVERY violation. You will be held accountable for any failure to enforce this procedure.*

### **Procedure to satisfy amounts due on a tab:**

1. Create a ticket using the correct employee name (all tickets without exception).
2. Enter your name in the "Created By" field.
3. On the ticket, click "Special" then click "Client Balance" then click "Add Additional Credit/Pay Off Balance".
4. Enter the amount to be paid.
5. Over-due tabs (2 business days past due or greater) should be charged a 10% interest fee. Add this fee to the amount to be paid.
6. Process the ticket with payment as you would any normal retail ticket.
7. When the receipt prints, have the stylist sign the merchant copy and retain that copy in the drawer (applies for ALL payment types including checks, cash, and credit).
8. If the ticket was paid by check or cash, reprint the ticket and give the 2<sup>nd</sup> copy to the stylist.
9. DO NOT EVER adjust a tab balance using any other method.
10. Tabs are due on Saturday with rent payment. It is the responsibility of the receptionist collecting rent on Saturday to collect tab payment at the same time.

To view a balance on a tab, run report # 79

I fully understand the above procedure. I understand that I must follow this procedure at all times and without exception. I understand that I will be held accountable to maintain inventory integrity at all times while I am working. I understand that failure to follow this procedure will result in financial loss to my employer and will subject me to disciplinary action up to and including termination.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Signed: \_\_\_\_\_