

BUSINESS NAME

Licence no. 011083

MUSIC

DAILY CONSENT FORM

DAILY LOG BOOK

GIFT VOUCHERS

PURCHASE PRODUCTS

MERCHANDISE

HANDBOOK

MANAGER

SLEDS

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MUSIC

THIS IS NOT ESSENTIAL - just an optional extra if feasible and easy to add

OPENS TO SPOTIFY - Or - OTHER MUSIC PLATFORM OF OUR CHOICE

WE WILL HAVE THE DEVICE CONNECTED TO OUR SPEAKER SYSTEM - this is just for staff to change the music in business as they need.

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DAILY LOG

WE ALREADY HAVE A GOOGLE FORMS AND GOOGLE SHEETS FOR THIS ONE BUT OPEN TO NEW SYSTEM DEPENDING ON YOUR RECOMMENDATION

THIS IS USED TO TRACK INCOME INFORMATION FROM ARTISTS

DETAILS REQUIRED ON THE FORM:

**ARTIST NAME - *REQUIRES ARTIST INDIVIDUAL PIN TO SUBMIT FOR SECURITY
*AUTO FILLS THEIR LICENCE NUMBER FROM THEIR NAME**

DATE:

CLIENT FULL NAME:

DESCRIPTION OF JOB:

DURATION OF JOB:

TOTAL COST (\$AUD):

**RECEIPT NO: auto generates based on
(first 3 letters of artist name).DDMMYY.Repeats
(repeats meaning 1 or 2 or 3 - if more than 1 job done this date by this artist)**

PAYMENT TYPE RECEIVED BY ARTIST:

Cash - \$00

Card - \$00

TOTAL - Auto Generates Total from above two combined.

ARTISTS % (this auto fills % of total based artist name)

STUDIO % (this auto fills % based on artist name)

PAYMENT TYPE TO STUDIO: Total to match Studio 5 above

Cash - \$00

Card- \$00

**(Total of the two above amounts must equate to STUDIO %
- otherwise will not submit/ show red error)**

DATE PAID TO STUDIO

NOTES *not compulsory

SUBMIT

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CONSENT FORM

CONSENT FORMS WHEN FILLED IN -
They will organise in an artists TAB HERE - so artists can
easily find any forms they need to approve.

ARTIST OPENS THE CONSET FORM THAT
CUSTOMER HAS FILLED IN.

ARTISTS MUST BROWSE FULL DOCUMENT
- AT THE END THEY -APPROVE THAT THEY
HAVE REVIEWED IT - AND fill in the details
PRICE/ CATAGORY etc. BELOW

I would like Consent forms to be saved somewhere with

1- A MASTER SHEET FOR BUSINESS
Has all consent forms which can be organised into tabs for
ARTIST and CATEGORY for easy organisation.

2- AVAILABLE TO EACH INDIVIDUAL ARTIST;
Consent forms with their name only - with each category in
their own separate tabs.

APPROVED BY ARTIST:

(drop down option of artists)

ARTIST PIN

*enter artist pin to submit

CATAGORY

Standard /Discounted
Promotion / Free Touch Up

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GIFT VOUCHERS

**REDEEM
VOUCHER**

**SELL NEW
VOUCHER**

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VOUCHERS

REDEEM A GIFT VOUCHER

SELECT VOUCHER

LIST - select voucher by: Reference No. Amount. To. From.

OR

Should do a search for Voucher?

USED BY ARTIST

DATE USED

CLIENT NAME

NOTES

SUBMIT VOUCHER REDEEMED

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VOUCHERS

SELL A NEW GIFT VOUCHER

ISSUED BY

REFERENCE NUMBER:

AMOUNT:

TO:

FROM:

DATE ISSUED:

EXPIRY DATE: 1 year from date of issue

PAYMENT TYPE PAID TO STUDIO:

ADDITIONAL NOTES:

SUBMIT NEW VOUCHER

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PURCHASES

SELECT PRODUCT

QUANTITY

ADD MORE PRODUCTS

TOTAL COST

PURCHASED BY ARTIST

DATE PURCHASED

PAYMENT TYPE TO STUDIO

SUBMIT PURCHASE

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MERCHANDISE

**ADD
MERCHANDISE**

**EDIT
MERCHANDISE**

**SELL
MERCHANDISE**

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MERCHANDISE

ADD NEW MERCHANDISE FOR SALE

ARTIST

DESCRIPTION OF MERCHANDISE

SIZE.

QUANTITY

ADD MORE SIZES AND QUANTITY

PRICE

PAYMENT OPTIONS

Your preferred method of receiving payment from customers

ADDITIONAL NOTES

SUBMIT PRODUCT

ADD ANOTHER NEW MERCHANDISE

EDIT EXISTING MERCHANDISE

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MERCHANDISE

EDIT EXISTING MERCHANDISE

ARTIST

DESCRIPTION OF MERCHANDISE

SIZE

QUANTITY

[EDIT MORE SIZES AND QUANTITY - CLICK HERE](#)

PRICE

PAYMENT OPTIONS

Your preferred method of receiving payment from customers

ADDITIONAL NOTES

[DELETE MERCHANDISE](#)

[SUBMIT EDITS](#)

[EDIT MORE PRODUCTS](#)

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MERCHANDISE

SELL MERCHANDISE

ARTIST

DESCRIPTION OF MERCHANDISE

SIZE

QUANTITY

ADD MORE SIZES AND QUANTITY TO SALE

ADD MORE MERCHANDISE TO SALE

TOTAL COST

PAYMENT OPTIONS

(lists artists preferred payment option)

ADDITIONAL NOTES

(none 0 or notes here)

SOLD BY

DATE OF SALE

PAYMENT METHOD COMPLETED

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HANDBOOK

Would Like to add a pdf file - which I
can change, delete and edit when
needed for a staff multi page
handbook ?

Can it be searchable for keywords ?
For anyone struggling to find the
information they need

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MANAGER

LOG HOURS

TILL TRACKING

**PRODUCT TRACKING
AND INPUT**

STOCK LIST

LOGONS

**PROJECTS
TO DO LIST**

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MANAGER

LOG HOURS

WEEKLY HOURS

WEEKS ENDING DATE
(weeks end on Sundays)

DAY	START TIME	END TIME	TOTAL HOURS
MONDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
WEDNESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
THURSDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRIDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
SATURDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUNDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>

Automatically shows

Automatically shows TOTAL FOR WEEK

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MANAGER

CASH TILL TRACKING

NEW TILL ENTRY

DATE

DENOMONATION

QUANTITY

TOTAL

\$100

\$50

\$20

\$10

\$5

\$2

\$1

Automatically shows

DIFFERENCE

Automatically show difference from previous entry

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MANAGER

PRODUCT INPUT

PRODUCT TRACKING

← HOME

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MANAGER

PRODUCT INPUT

ADD TO EXISTING PRODUCT

DESCRIPTION (select drop down)

CURRENT QUANTITY - ADD QUANTITY - TOTAL QUANTITY

ADD NEW PRODUCT

DESCRIPTION

ADD QUANTITY

ARTIST PRICE

CUSTOMER PRICE

NOTES

SUBMIT

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MANAGER

PRODUCT TRACKING

TRACK PRODUCT SALES

All Sales of Products are recorded and displayed.
Please enter the quantity as it exists to confirm any missing stock that has been unrecorded or unpaid.

	DATE			
DESCRIPTION	PREVIOUS	- SOLD	= CURRENT	CONFIRMED
PRODUCT 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
PRODUCT 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

SUBMIT

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MANAGER

STOCK ORDER LIST

Ability to add another MULTI PAGE
PDF

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MANAGER

LOGONS

Ability to add another MULTI PAGE
PDF

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SLEDS

**MASTERS
LICENCE**

**ARTIST
LICENCE**

LOG BOOK

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SLEDS

MASTERS LICENCE

I CAN ADD JPG
FILES IN A
SLIDESHOW
FORMAT - as
artists come and
leave can edit

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SLEDS

ARTIST LICENCE

I CAN ADD JPG
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SLEDS

LOG BOOK

SHOWS THE
MASTER DAILY
LOG BOOK

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