FOR VIEWING PURPOSES ONLY

PINELLAS COUNTY SCHOOLS

COSMETOLOGY, FACIAL & NAIL SPECIALTY WORK ORDER

Date _____

Customer _____

Student _____

Shampoo	
Shampoo & Set	
Shampoo & Blow Dry w/additional charge for flat iron or curl	
Shampoo – Hair Cut – Style	
Shampoo – Hair Cut	
Hair Cut	
Permanent Wave	
Chemical Curl	
Relaxer	
Press & Curl	
Temporary Color Rinse	
Semi-permanent Tint	
Virgin Tint – Retouch	
Bleach Retouch – Frosting	
Scalp Treatment – Conditioner	
NAIL SPECIALITY	
Manicure – Plain – Hot Oil	
Sculptured Nails	
Fill-in	
Gell Polish	
Tips with Overlay	
Pedicure	
FACIAL SPECIALTY	
Facial – Mini – European – Treatment	
Facial – Plain – Pack – Wax	
Micro-dermabrasion	
Eyelash Extension	
Eyelash & Brow Tint	
Eyebrow Arch, Tweeze, Wax	
Body Waxing	
Brow – Lip – Chin Waxing	
Makeup Application	
TOTAL	$

RELEASE

All work is done by students for training purposes. In consideration for being allowed to use the facilities and services at this school, the undersigned customer hereby releases the Pinellas County School Board from liability for any injury or damage caused by the negligence of its students, agents, staff or employees.

X _____

White – Bookkeeper Yellow – Customer Pink – Department

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OPERATING PROCEDURES FOR COSMETOLOGY, FACIAL & NAIL SPECIALTY WORK ORDER

1. All Cosmetology Work Orders for Pinellas County Cosmetology programs will be on a standard form, PCS Form # 3-2133.
2. All Cosmetology Work Orders will be prenumbered and controlled by the school/center bookkeeper as far as issuing orders and checking for accountability of those orders: White copy - Bookkeeper, Yellow copy - Customer, Pink copy - Remains in Department.
3. A Cosmetology Work Order will be prepared for every job at the time the customer requests service.
4. The service/s to be performed shall be checked on the Cosmetology Work Order. This Work Order shall be completed in full: price of service(s), the total price, the customer's full name, the student's name, and the customer's signature.
5. Every Cosmetology Work Order shall be signed by the customer prior to any work being done. In this way, the customer agrees to the conditions of the contract.
6. Services charged on a Cosmetology Work Order may not be crossed off without an explanation as to why they were removed, and the explanation will be initialed by the instructor.
7. Services charged on the Cosmetology Work Order must be paid for by the customer and not acquired as instructional/training aids. All services must be paid for before the customer may receive the service.
8. There will be no charge accounts for anyone. NO items of merchandise will be released until paid for in full.
9. The Cosmetology instructor will be responsible for managing cash receipts which must be submitted to the bookkeeper each day. Cosmetology Work Orders will be checked for accuracy and paid for at central locations.
10. The current Pinellas County Cosmetology Customer Price List shall be posted in the department at all times.