



## **SALES /TEXT /EMAIL PROCESS**

Once eligibility has been established and a consult form has been completed

1. Book Client in for BDS
2. Send Client through a confirmation email confirming time and date
3. 2 days prior to BDS send through confirmation text
4. Day of - in the morning – send through session text

Once BDS has been completed and a new student enrolled

1. Send through congrats text 10 mins after the call
2. Forward admin New Contract Email with photo of consult form completed and copy of receipt
3. Hand hard copy of consult form and receipt to Tanya
4. Put BDS notes with daily tally sheet

If BDS is No Show

1. Send through text to reschedule
2. If no response within 24hrs send through email (If response refer back to booking procedure)
3. If no response call 48hrs after

If BDS Reschedule

1. Send through new Confirmation email and refer to original BDS booking procedure.