

GIFT VOUCHER POLICY

ALL Gift Vouchers sold are recorded in the computer. We have specially printed Vouchers & Envelopes that are used. Print clearly and neatly the service required and also the expiry date (refer to Gift Card/Voucher legislation link).

Vouchers are entered into computer with full client details for whom it is for and who purchased it. On the back of the voucher print the voucher number that is recorded in the computer, so that we can match it when the voucher returns.

When the voucher returns to our salon we record the date it was used, by writing on the voucher and crossing out the front of the voucher. It is then put in the till.

The client's service is then checked out of the computer using the gift voucher as payment against the balance of services performed.

The vouchers are then later removed from the till at the end of the day and stored with the New Client Forms.

Staff Name	Date	I have read through and agree with all aspects of this Policy