Before you take your next client.

Ten practical essentials for your service business. Mark what is in place and choose one next step.

- [ ] **1. Set a list of your business requirements.**

  Check licensing, registration, insurance and permitted services for your location. Write down what questions you still may have and who can answer them.

- [ ] **2. Set a way to keep business money organized.**

  Use separate business records and a consistent banking routine. Keep receipts and review account activity each week.

- [ ] **3. Set a realistic weekly income goal.**

  Account for business costs before deciding what you can take home. Check that the appointments you need align with your income goals and the hours you want to be available to service clients.

- [ ] **4. Set a price with real costs behind it.**

  For one service, list time, supplies, payment fees and its share of overhead. Decide what changes the quote before the client arrives.

- [ ] **5. Set a service offer clients understand.**

  Write the service name, what is included, how long it takes and who it fits. Make the next booking step clear.

My next step: _____

Day I will work on it: _____

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- [ ] **6. Set one clear booking path.**

  Choose a booking link or contact method. Test the service choice, availability, payment details and confirmation as a client would.

- [ ] **7. Set consultation guidelines and explain how the client should prepare for the consultation.**

  Ask about the goal and relevant service history. Confirm the plan, price and preparation instructions. Keep client information secure.

- [ ] **8. Set appointment policies and share them in advance.**

  Explain booking payments, refunds, cancellations, rescheduling and late arrivals before payment. Check that your terms fit your business and location.

- [ ] **9. Set a thoughtful next-visit conversation.**

  Explain the maintenance interval and offer the next appointment. Follow up through the channels the client expects.

- [ ] **10. Set a weekly business check-in.**

  Set aside 15 minutes to review completed sales, spending, appointment capacity and one change for the coming week.

My next step: _____

Day I will work on it: _____