

FRONT DESK

MANAGEMENT FORMS

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| 1. "Read Me First" | 15. Third Interview |
| 2. Time Sheet | 16. Example Job Description |
| 3. Customer Information Form | 17. Receptionist's Daily Report |
| ➤ REVISED | 18. Management's Daily Report |
| 4. Cancellation Ledger | 19. Management Objectives |
| 5. First Time Client Letter | 20. Problem Solving Worksheet |
| NEW First Time Client Postcard | 21. Notice of Staff Meeting |
| 6. Client Referral Letter | 22. Request For Time Off |
| NEW Client Referral Postcard | 23. Notice of Policy Change |
| 7.. "Celebrate!" Birthday Letter | 24. Employee Performance Evaluation |
| 8. "Happy Birthday!" Letter | 25. Employee Warning Notice |
| NEW "Happy Birthday!" Postcard | 26. Notice of Noncompliance |
| 9. NSF Check Letter | 27. Notice of Employee Probation |
| 6. Second NSF Check Letter | 28. Notice of Employee Lay-Off |
| 11. Client Release | 29. Notice of Employee Termination |
| 12. Model Release | |
| 13. Application for Employment | |
| 14. Second Interview | |