

Head Spa Intake + Service Plan

Establish the service plan **before** hands-on treatment so the practitioner can protect the flow once the service begins.

01 / CLIENT INTAKE

CLIENT NAME

APPOINTMENT DATE

SERVICE BOOKED

01 What should we know before your service?

CLIENT REPORTS

SCALP, HAIR, COMFORT, OR SERVICE GOALS

ANYTHING THAT CHANGED RECENTLY OR MAY AFFECT TODAY'S SERVICE

02 Sensitivities + product considerations

CHECK ALL THAT APPLY

☐ Known fragrance sensitivity or intolerance

☐ Fragrance-free service preferred

☐ Known product or ingredient sensitivity / allergy

☐ Current scalp tenderness, irritation, or discomfort to discuss

DESCRIBE ANYTHING CHECKED ABOVE, OR ANY OTHER RELEVANT SENSITIVITY

03 Comfort + service preferences

PLAN BEFORE HANDS-ON SERVICE

AREAS YOU DO NOT WANT INCLUDED OR WANT MODIFIED

HEAD / NECK / SHOULDER POSITIONING OR SUPPORT NEEDS

STARTING PRESSURE PREFERENCE, WHEN RELEVANT

☐ Light

☐ Moderate

☐ Firm

☐ No preference

WHAT THIS INTAKE IS FOR

Plan upstream so the service can stay quiet downstream. Your practitioner may clarify anything that affects products, positioning, fragrance, touch areas, comfort, or service direction before treatment begins. During service, speak up any time something feels uncomfortable or needs to change.

Use note: This form is designed to surface information that helps plan a cosmetic Head Spa service. It is not a medical history, diagnosis form, or legal waiver.

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02 / PRACTITIONER SERVICE PLAN

CLIENT

APPOINTMENT DATE

PRACTITIONER

01 Review before the client arrives

PREPARE, THEN CONFIRM

- | | |
|--|---|
| ☐ Intake reviewed before hands-on service | ☐ Positioning / support needs identified |
| ☐ Booked service / format confirmed | ☐ Areas to modify or avoid identified |
| ☐ Sensitivities / product considerations identified | ☐ Clarification / modification / pause concern flagged |
| ☐ Fragrance path established | ☐ Service plan is ready before first touch |

02 Confirm only what actually needs confirming

PRE-SERVICE

- | | |
|--|---|
| ☐ No material changes reported since intake | ☐ Changes reported; service plan updated below |
| ☐ General touch / service-area expectations established | ☐ Positioning and support confirmed |
| ☐ Fragrance path: scent options appropriate | ☐ Fragrance path: fragrance-free |

CLARIFICATIONS COMPLETED / CLIENT-STATED PREFERENCES

03 Set the service plan

INTAKE DETERMINES THE PLAN

TODAY'S SERVICE FOCUS

FRAGRANCE / SENSORY PATH

PRODUCTS / INGREDIENTS TO AVOID OR VERIFY

AREAS TO MODIFY OR AVOID

POSITIONING / SUPPORT PLAN

STARTING PRESSURE / TECHNIQUE CONSIDERATIONS

OTHER NOTES BEFORE FIRST TOUCH

Protect the flow.

ONCE THE PLAN IS SET

Speak when: temperature, pressure, positioning, immediate discomfort, an unexpected reaction, a real transition, or a client question requires you.

Keep it quiet when: the standard step is proceeding as planned and the client is comfortable. Do not repeatedly re-open decisions that were already established.

04 Document what should carry forward

AFTER SERVICE

ADAPTATIONS OR PREFERENCES THAT WORKED WELL

ITEMS TO REVIEW BEFORE THE NEXT APPOINTMENT