



Corporate America's Massage Company

The Following Information is provided as an outline of two possible procedures for Corporate Services (Chair Massage Event). This is a guideline but can be customized to meet client's specific needs.

- A) Is designed to have the Contact collect money from Employees. This allows the therapist to work more quickly and efficiently. The Contact is receives with a free 15 minute treatment.
- B) Is designed to have the therapist collect money from employees and requires the therapist to be visually present upon arrival.

The Objective of this information is to make your Chair Massage Event as smooth and simple as possible - Ensuring a positive, stress free experience for all those involved! Please feel free to communicate your special needs or suggestions.

STEPS	CONTACT COLLECTS MONEY & RECEIVES FREE TREATMENT	THERAPIST COLLECTS MONEY
1	Company assigns CONTACT	Company assigns CONTACT
2	CB confirms date, time with CONTACT	CB confirms date, time with CONTACT
3	CB emails corporate services kit to assigned CONTACT	CB emails corporate services kit to assigned CONTACT
4	CONTACT emails sign up sheet to employees	CONTACT emails sign up sheet to employees
5	Employees return sign up sheet to CONTACT	Employees return sign up sheet to CONTACT
6	24 hours prior to event CONTACT emails completed sign up sheet to CB.	24 hours prior to event CONTACT emails completed sign up sheet to CB.
7	CB calls CONTACT to confirm	CB calls CONTACT to confirm
8	CONTACT Collects money from Employee prior to treatment	-
9	CONTACT gives employee payment coupon	-
10	Therapist arrives, checks in with CONTACT and sets up in designated area.	Therapist arrives, checks in with CONTACT, does office walk thru and sets up in designated area
11	Employee hands payment coupon to therapist prior to treatment	Employee pays therapist prior to treatment
12	Treatments commence	Treatment commences
13	Therapist completes work and CONTACT RECEIVES FREE 15 MINUTE treatment	Therapist completes work and returns to CB
14	Therapist collects money from contact and returns to CB	Therapist provides copy of sign up sheet to CONTACT and returns to CB