

BOGO TRAINING -NEW HIRE			
TASK	TRAINEE	TRAINER	DATE
Opening Store A,B,C			
Clockin in/Out			
Client Cards			
Dress Code			
Review Video's			
Cash Sheet -explain			
Versa Filters			
How to clean Versa Daily			
Versa Solution Change			
Cleaning tanning beds			
Cleaning HP Beds			
Bed Levels			
Bed Maintenance Request			
PM Cleaning List			
Membership Agreement			
Scheduling appointments			
Waiting List			
Ringin up in Register			
Discountability			
Loading EFT Memberships			
In salon eft payment			
Waiting List			
Scheduling Appointments			
Monday Inventory			
Fillout Cash Sheet			
Closing A,B,C			
Request Time Off			
Tanning Tax			
State Test Completed, Online			
Text \$ at end of shift			
Electrical Panels			
Laundry Room			
Washer & dryer			
Supplies			
Faxing 503-692-8277			
Lotions			
CockTails			
FaceBook			
Emergency Shut Off's			
Visa Paper			
Cash Drawer			
Service@bogotanning.com			
Bogostone@gmail.com			

FAX ONCE COMPLETED TO 503-692-8277 , CORPERATE

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