**To set up an Appointment Service on your site**

**Step 1** Fill out this document.

**Step 2** Send the form, Gallery photos & cover image in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

If you have multiple Appointment Services you wish to set up, duplicates this form, fill them out & send each on separate emails with the provided cover image for each form.

(\*) means this information is required

\*Cover images are required

Services can have up to 10 gallery images

**The Form: Fill out the bullet points below**

**SERVICE [Appointment]**

* \*Service title: (40 character limit)
* Service subtitle: (70 character limit)
* Service Description: (2500 character limit, Include the amenities if applicable)
* \*Price per session:

* \*Session Duration:
* Buffer time: (Create short breaks between booked sessions)

**\*Appointment Hours**

(State your bookable hours for appointments. including the time zone)

format this way -> from --:-- am to --:-- pm Eastern standard time zone

Mon:

Tue:

Wed:

Thu:

Fri:

Sat:

Sun:

(If your appointment availability changes part way through the year, duplicate the **Appointment Hours** section, fill it out with the alternative hours & provide the dates these changes need to be made)

- If you have staff that also provide this service provide their name here: (you’ll also need to provide their hours on the **web dev** [**Staff**] Document – www.ivyoptic.com/staff)

* Appointments will be unavailable: (From - to -)
* Appointment Location/s: (Service addresses are locations beyond your business address, where the service is provided. If the class is at more than one location, then separate times must be stated for each location.)

If the Service is provided at a Virtual location (video calls)

* Integrate this bookable appointment service with the video calling app Zoom: (yes/no)

or

* Provide a link that directs clients to a functioning video calling service:
* Booking requirements fill out sheet: (This is a fill out sheet that your clients must complete before they can book the service, you can add things like “name”, “phone number”, “email address”, etc. list the input fields for your form)
* Agreement of liability: (write up an agreement of liability and paste it here)

(a check box will be added to agreement of liability that clients must tick before they can book)