

# special times and prices

This feature allows you to set special service times and prices for a specific customer.

Service	Price	Time	Service	Price
Acqua PH	120.00	1:15	0:00	0:00

Category	Hour/Date	Hour	Days
Design	10/16/2008	9:00	1
Relax	1/22/2009	0:00	8
Massage	1/22/2009	0:00	8

Service Information

Date First Entered: 8/15/2008  
First Appointment on: No Data  
Booked Appt. out to: 8/13/2008  
Last Visit on: 8/15/2008

## Setting New Times & Prices

1. From the SalonBiz®/SpaBiz® menu bar, click on the File Drawer icon.
2. Type in the customer's first and last name.
3. Click the Search button.
4. Select a customer by double clicking on their name.
5. Click the Services tab.
6. Click on the Service button.
7. Select a service from the list by double clicking on the name of the service.
8. Place a check in the Set Price box.
9. Type in the new price for the customer.
10. Place a check in the Set Time box.
11. Type in the new time for the customer.
12. Click the Add button.
13. Click the Return to Previous Screen button.

## Editing Special Times & Prices

1. Follow steps 1 – 5 above.
2. Highlight by clicking once on the service listed in the Special Service Time and Pricing for Customer box.
3. Type in the new price in the Pricing field.
4. Type in the new service time in the Service Time field.
5. Click the Update button.
6. Click the Return to Previous Screen button.

## Deleting Special Times & Prices

1. Follow steps 1 – 5 above.
2. Highlight by clicking once on the service listed in the Special Service Time and Pricing for Customer box.
3. Click the Delete button.
4. Click the Return to Previous Screen button.

