

## ESQ For Great Clips

In order for us to provide you with a range of service options, please take the time to provide us with the following information:

### ▪ Franchisee Information

- Company Name \_\_\_\_\_
- Name of Owner \_\_\_\_\_
- Address \_\_\_\_\_
- Phone Number \_\_\_\_\_
- Fax Number \_\_\_\_\_
- Ways we can reach you:
  - Email
  - Fax
  - Phone
  - Other, please specify \_\_\_\_\_

### ▪ Email

In order to minimize the cost of the ESQ-GC, and to ensure quick automatic notification on a range of topics, we prefer to use email as a means for communication.

- Do you use email?                      Yes / No (circle response)
- Do you use the Internet?              Yes / No (circle response)
- What is your email address? \_\_\_\_\_

### ▪ Salon Information

It is important that we have specific information on each salon that will be using the ESQ-GC, so that we recognize the source of the faxes we will be receiving. Please complete the following information for each salon. Feel free to use a separate piece of paper to list the information for all of your salons.

- Number of salons \_\_\_\_\_
  - o Salon Name \_\_\_\_\_
  - o Salon Manager \_\_\_\_\_
  - o Fax numbers \_\_\_\_\_
  - o Phone numbers \_\_\_\_\_
  - o Address \_\_\_\_\_  
\_\_\_\_\_

The ESQ-GC uses fax-in technology. Answer sheets are faxed to our computers, the test is scored, and the results are returned to you by one of the methods below. How would you like your reports returned?

- By Fax to you, the Franchisee? Fax number if different from above \_\_\_\_\_
- By Fax to the Salon managers using the store fax numbers listed above?
- By Fax to both the Franchisee and Salon managers?
- By email? To this address \_\_\_\_\_

### **ESQ-GC User Guide**

It is critical that you have basic knowledge of the ESQ-GC before using this powerful tool. The ESQ-GC User Guide contains instructions for proper administration and interpretation as well as Frequently Asked Questions. Reading it will save you and your staff valuable time and prevent costly mistakes. For additional copies, please contact us by phone at 1-800-265-1285, or by email at [sigma@sigmahr.com](mailto:sigma@sigmahr.com).

- By checking the box to the left, you are indicating that you have read the ESQ-GC User Guide, will carefully follow its instructions, and are ready to proceed to the next step. Furthermore, by checking this box you affirm that all persons administering and interpreting the ESQ-GC (including salon managers) will read the ESQ-GC User Guide.

***Thank you for taking the time to complete this form.***

***Once this form is complete, simply fax it to our toll-free number,  
1-800-361-9411.***