



EDWARD KATZ INTERNATIONAL HAIR DESIGN

3575 CAHUENGA BLVD., WEST SUITE 660

LOS ANGELES, CA 90068

(213) 276-3322 • (818) 760-7373

WORK FLOW PRODUCTION AT FACTORY OF HAIR UNIT

1. The head pattern, client information sheet, instruction sheet, hair samples, pictures are delivered to factory.
2. The clients name is entered on "units in progress" board with a due date if desired. A client file is made in regards to blending, and ventilation instructions.
3. Technician 1 then makes a head from the plaster cast or cellophane mold. The head is not cut down until the color check.
4. Blender reviews instructions, samples, pictures and information. Any incongruencies are reported and checked if evident at this stage.
5. Blender then blends to samples and instructions.
6. A unit check is ordered to check design, color, texture, curl, and density.
7. After the check, all necessary changes are performed and production of unit begins.
8. The head mold is cut down to specifications.
9. The hair is blended, double checked to samples.
10. The head mold is designed. Ventilation, blending, density are drawn onto the cut head.
11. The blended hair is then sewn on pages of thin paper. Instructions for the ventilator are written on the pages. The sewn hair is then rolled over wooden or aluminum rods and put into the oven for 100^o C for one hour, or as instructed.
12. The baked hair is checked and let to cool.
13. The base is stretched over the head mold, steamed, heat gunned, and stapled onto the head after lining up the "diamonds." The client name is on the head and hair.
14. The head and the hair and instructions are give to the ventilators either as salary workers at the factory or as independent contractors. The name and phone number are written on the units in progress board. The due date is then specified.
15. The unit is ventilated. The unit is then checked for everything.
16. The office is notified and the unit is double checked then delivered to the office.
17. The independent contractor is paid after the office okays the unit.



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WORK FLOW AT FACTORY UNIT CLEANING AND REPAIR

1. The unit is delivered to the factory along with instructions and client name. The instructions should include desired repair, cleaning, and changing of unit design. All unit design changes must be recorded in the factory's client file.
2. Units for Cleaning. Enter client name and action desired on factory log book. Enter name in cleaning log book, and technician doing work. Technician cleans unit in Solvent. Unit is then combed to remove loose adhesive and put into a bag with instruction sheet signed by technician and name and time.
3. Units for Repairs. Enter client name and action desired on factory log book. Enter name in repair log book, and technician doing work. Technician repairs unit, either patching, adding hair, recessing hair line, cutting hair out, adding hairlights, adding more base and hair. Technician must first check client file to find necessary blended hair, or to order blended hair from blender to effectuate repairs. Any design changes which are desired in future units must be noted in the file, along with technician name and date. include repair charges requested by manager.
4. Units for Design Changes. Enter client names in appropriate log books, along with technician name and date. Check client file with blender to change instructions for future units. Blender, Factory Manager, must okay design changes before work is started. Technician then receives exact design change instructions from Blender, Factory Manager, and carries out changes, either adding, subtracting hair, base, highlights, gray, or changing directions of hair.
5. All work done in factory must first be okayed by Factory Manager, and then checked with Factory Manager. Periodic checks of work in production should also be done. Factory Manager is responsible for all work done in Factory.
6. Unit is then put into bag with clients name and original instructions. Important: All blend, design changes must be recorded on head mold also.
7. Unit is delivered to offices/salon after completion is communicated to office and checked.

*There shall only be one trip maximum from office to factory and back per day either in the morning or evening as needed. Be sure to have all completed work immediately put on shelf near door, and communicated. Any requisitions must be in writing along with name and date.



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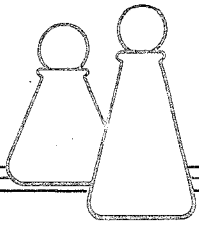
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WORK FLOW SALON

1. Upon arriving for work in morning, check schedule. Obtain all clients files needed for that day and review them.
2. After checking clients files for clients which have appointments, check work log for work needed, such as taking damages out of units, recurling, mending and repairing, washing, cutting down, setting. When not working with clients, do work in work log based on priority.
3. When client arrives his unit and file should be in the salon, reviewed, checked and ready.
4. Do the work requested by the client. Be sure to ask him if he needs any other service, supplies or units, or unit changes. Ask him if he had any problems with his unit, how it felt, and his feelings toward his unit. Record all of these answers in his file.
5. When service is completed, fill out file and work request if needed. If there is no work request for the factory, enter work request for the salon in the work log. Be sure to get a due date based upon his next appointment. Have unit ready day before visit if possible. In log, enter client name, technician name, work requested, e.g. recurl, damage out, repair, tape spots...
6. If there are no clients and no work to be done, clean and organize the work area and salon. Be sure to have clean brushes and towels.
7. If there are supplies needed, fill out requisition form. Have dirty towels ready in plastic bag near work room door.
8. If there are any unusual or complex work requests for the factory, be sure to communicate these by phone to the factory manager.
9. If there is too much work to be done and a due date may not be possible, be sure to communicate this to salon manager so extra technician may be ordered so the due date may be realised.
10. Hourly wage employees must keep a work hour sheet relating time in, time out, lunch over one hour... This must be checked by salon manager before submitting for payment.
11. Be sure to keep up to date and exact log books and record all requisitions with the office manager. All forms filled out must be stored with office manager.
12. Any problems of any type must be communicated to office manager, or Mr. Katz if manager is busy.
13. All comments are appreciated.



CUSTOM RESEARCH LABORATORIES
 CONSULTANCY SYNTHESIS FORMULATION AND PRODUCTION

422 W. Alondra Blvd.
 Gardena, California 90248
 (213) 321-2840

HAIR CARE PRICING

Customer to supply screened containers. Custom Research Labs will supply white caps for jar, RDW caps for bottles, and fine mist sprayers for hair sprays. Custom Research will also supply the cartons. Prices are FOB Gardena.

PRODUCT	SIZE	QTY. 144	QTY. 500	QTY. 1000
All Purpose Shampoo	8 oz.	.605	.54	.50
	16 oz.	.99	.886	.82
1404 Shampoo	8 oz.	.70	.63	.575
	16 oz.	1.15	1.045	.95
	32 oz.	2.08	1.89	1.72
Finishing Rinse	8 oz.	.545	.485	.45
	16 oz.	.87	.78	.72
	8 oz.	.545	.485	.45
	16 oz.	.87	.78	.72
620 Conditioner	4 oz.	.485	.435	.40
Conditioner with Tingle	4 oz.	.67	.60	.555
	8 oz.	1.15	1.03	.95
Thermal Shield	8 oz.	.66	.59	.545
Non Aerosol-50	8 oz.	.73	.65	.605
Non Aerosol-75	8 oz.	.82	.73	.675
Hard to Hold Spray	8 oz.	1.10	1.00	.92
Protein Pack	4 oz.	.80	.74	.67
	16 oz.	2.52	2.20	2.10