

PROCESS FOR STYLISTS TO FOLLOW:

1. Recommend and do consultation and select color and texture.
2. Get clients deposit and place order.
3. Prepare TopHer using step-by-steps below.

STEP-BY-STEPS ONCE TOPHER ARRIVES:

QUALITY CONTROL

1. Remove the topper from the satin bag (which you can give to your client for storing.)
2. Gently remove netting, open clips, and remove plastic support form.
3. Verify that the TopHer is the correct color and texture that was ordered. Take a brush through the hair and evaluate if there's excessive shedding. Carefully remove all tangles.

SHAMPOO + CONDITIONER

1. Make sure clips are closed before you wet the hair.
2. Fold the base in half so that the hair doesn't fall back into the clips to avoid tangling or snagging.



3. Wet hair using cold water at low pressure. Remove excess water.



4. Thoroughly apply high quality shampoo. Use a gentle motion to help distribute all of the shampoo.
5. Rinse out the shampoo with cold water at low pressure. Gently remove all excess water.
6. Apply conditioner placing it only on the hair, avoiding the base. Hold firmly making sure not to pull any of the hair.



7. Rinse the conditioner out with cold water at low pressure. Allow the hair to flow downward. Never rotate or do any scrubbing action. Squeeze the water out of the hair.
8. To help the hair dry faster, place a towel next to the sink and lay the hair down, rolling it in the towel and squeeze it.



APPLY HAIR PROTECTANT

1. For thermal protection and detangling, apply a hair protectant.



Continued on other side

SET-UP

1. Attach the hair, as centered as you can, onto a rubber bald head mannequin (*Source: giell.com*) using map pins in various places. Map pins are very effective at attaching the hair for styling and/or storing.



2. At a minimum, pin the very front and back area using at least four pins. If possible, pin the middle area also.
3. When you're combing and brushing, always start at the bottom of the hair and work your way up until you know for sure that you don't have any tangles. One of the worst things you can do is pull and yank because once those hairs come out, they will



not grow back; they're gone! Since our hair piece is very high end, you want to make sure it's in great shape for a long, long time.

ROUGH CUT

1. Can be done on wet or dry hair.
2. Since the hair is 12" long, we recommend giving it a rough cut, which will create a neater look when the ends look finished.
3. Rough cut to within 1½ inches from desired length. Make sure you give yourself enough leeway and don't cut it too short!



BLOW DRY

1. Blow dry on head form with a natural fall or into desired style using a lower heat. If desired, you can use a round brush.
2. Use gentle tension and do not jerk or pull the hair. Always blow dry using the directional where you're coming from the base to the ends.
3. Take small sections, again, following the cuticle. The hair will start performing as you reduce the moisture.



TIP: If your client has a part, put that in the TopHER so that when they see the hair for the first time, they will be more comfortable looking at it. It'll be more like them.

CLIENT

1. When client returns, install and finish sculpturing into finished design. You may choose to retail the head forms to the clients for when they shampoo and blow dry.
2. Remove and have client install several times herself so that she is comfortable doing it.
3. Touch up for final design.
4. Review with client how to maintain, shampoo, and condition. Possibly offer a package deal where they can drop off hair for cleaning and blow drying.
5. For client's that have toppers that expose their underneath hair, you want to encourage them to get their hair cut on a regular basis to make sure you have a continued blend with the hair that's growing on their head. Ultimately you will see these clients every 4-8 weeks.