

**KEEP
ME
CLOSE
BY**

STUDIO QUICK GUIDE

CONGRATULATIONS!

WELCOME TO INKPAY

Only APPROVED studios can offer INKPAY. If you're one of the lucky few, here's a quick guide to getting up & running!

1. SIGN IN

Sign-in to your unique INKPAY Studio Account & Dashboard.

2. CREATE THE JOB

Click on 'CREATE A JOB'. Search for your client and once selected, most of the form will be filled out automatically! Just make sure you have seen their PHOTO ID!

3. ENTER THE PRICE

When you enter the job price, the screen will automatically & clearly show you how much you will receive AFTER your INKPAY commission is paid.

4. PRESS SUBMIT

Once the job is sent, INKPAY will create a unique payment plan for the customer and if approved, will send it to them via email & SMS.

5. HOLD TIGHT!

Give the customer 2 minutes to receive and agree to their INKPAY plan!

6. CHECK YOUR EMAIL!

As long as the client is approved and accepts the plan, you will receive an APPROVED email, which means everything is ready & you're good to go!

7. ALL DONE!

Now you can do the job and impress the client! INKPAY will pay out the full price of the job (less our fee) at 4pm. Depending on your bank, this may happen instantly, or within your current bank's money transfer terms.

**LESS
THAN
4
MINUTES!**



HOW INKPAY WORKS

FOR STUDIOS

Customer
Registers
for INKPAY

If they haven't already!

Either online or while they are in your studio, customers can sign-up for INKPAY in less than 3 minutes. As an INKPAY Studio, you'll be able to see your customer and their INKPAY \$LIMIT

**3 mins
(one time only)**

Studio
Creates
Invoice

Talk to your client about their job and agree on the piece & the price!

From your INKPAY Studio Account, simply create the new INKPAY job in less than 30 seconds!

30 secs

Customer
Accepts
Plan

The most important part... our APPROVAL! Once you have created an invoice and the customer has accepted the plan, our system will approve the job in less than 2 minutes!

30 secs

Studio
Tattoos
Customer

If everything's cool, we'll instantly send you an 'Approved' email, which gives your studio the green light to go and you're good to do your thing!

INKPAY
Pays the
Studio

At 4pm EVERY DAY, our systems generate a daily payment run. This means that any jobs done before 4pm will be paid that same day (anything after 4pm will go into the next day payment run).

4pm daily

As long as your client repays INKPAY on time, we will increase their limit by 50% each time, giving them more power to come and see you quickly!