Booking Page Setup Sheet

Companion download for LoftyBiz 177 — Stop the Back-and-Forth: Booking and Scheduling Tools

Write your true working hours and one or two visit types. Put them on a simple booking page, with a buffer and a cutoff you can keep. Send yourself a test booking and a reminder, then share the link in your usual reply to "when are you free?"

Page fields

Field	What to write
True working hours	The hours you can actually keep, not the hours you wish you could cover.
Visit types	One or two types, each with its own length. Official example figures only: a thirty-minute review and a sixty-minute lesson.
Buffer	A gap after each visit you can honour. Official example figure only: fifteen minutes, plus a travel block for jobs outside a tight area.
Cutoff	A cutoff so people cannot book a time you cannot reach. Official example: nobody can book a first visit for thirty minutes later.
Confirmation and reminder	A confirmation at the moment of booking, and one reminder the day before, with the address or video link and a way to reschedule.
One calendar, two ways in	Every booking lives on the same page, even if some people still telephone and you or an assistant enter it.

Setup steps

Step	Do this
Welcome line	One line on the page: what to bring, how to cancel, and the address or the video link.
Test on a phone	Book a dummy visit and cancel it yourself, then ask one colleague to do the same. Cut every question you do not need.
Share the link	Put the link in your email signature, your website, and your standard reply to "when are you free?"
Monthly review	Once a month, review two numbers only: how many bookings arrived through the page, and how many times you still scheduled only in chat.

Keep your hours, visit types, buffer rules and reminder wording as a short checklist in Systex, our own product. The assistant answers from your notes. You can find Systex at loftybiz.net. Click the link in the description.

These are examples, not promises. Figures in the video are example figures, not targets or forecasts. This is general education, not financial, legal or tax advice. Results vary.

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