

*Hair  
Affair™*



INSTRUCTIONAL GUIDE FOR

# Tape'n Lock

SINGLE STRAND TAPE-IN EXTENSION SYSTEM

# INTRODUCTION:

With the correct application, tape-in extension systems are virtually invisible, even when styled in a high ponytail or chignon. As a salon professional, your experience and insight will guide you to best fit the needs of your clientele. Every client is different, so don't hesitate to experiment with our tape-in extensions – whether masking thinning hair, creating length, increasing volume or enhancing color without harsh chemicals, your creativity will keep your client coming back!

## HOW TO . . .

Recommended Tools for Application:

Professional Clarifying Shampoo, Blow Dryer/Flat Iron, Tail Comb, Sectioning Clips and Loop Brush/Wide Tooth Comb

## GETTING STARTED:

- All chemical treatments should be done a week prior to the extension installation service, so the hair's cuticle has time to close completely.
- If the client's natural hair is particularly curly or textured, we recommend a relaxing or smoothing treatment be performed at least one week prior to the installation of Tape 'n Lock - this will prevent the client's hair from reverting to its natural texture and will ensure a blended, natural effect with the extensions.
- Undertake a formal consultation with the client – discuss lifestyle, home care and maintenance following the recommended client consultation form.

## PREPARATION:

- Shampoo the client's hair 2 to 3 times using a "clarifying shampoo". A "deep-cleaning" shampoo isn't enough. All remnants of styling and conditioning products must be completely removed. Hair must be squeaky clean. It is recommended that the clarifying shampoo be left on the client's head for 3 to 5 minutes after the last shampoo before rinsing. Do not use any conditioning products on the hair prior to the installation of the extensions.
- Dry the client's hair thoroughly. Texturize the ends so the natural hair will blend easily into the extensions. Ensure that the client has enough length in the crown area to cover the attachment sites.
- Smooth the hair with a flat iron to create cleaner sections and prevent stray hairs from catching in the attachment sites. Do not use any products prior to or after flat-ironing the hair. The hair must remain dry, clean and product free.

## KEY BENEFITS OF TAPE-IN HAIR EXTENSIONS:

### BENEFITS FOR CLIENTS:

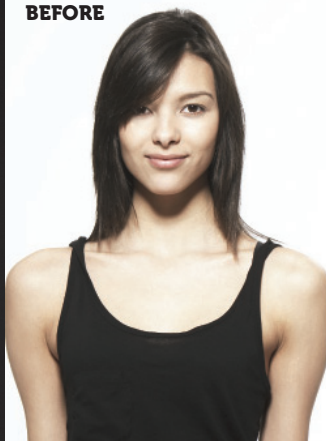
- High Quality 100% Indian/Asian Remy Hair
- Lasts 8 – 12 weeks or more when properly cared for
- Reusable
- Fast Installation and Removal
- No Damage to Natural Hair
- Easy to Style
- Saves time and money

### BENEFITS FOR STYLISTS:

- High Quality 100% Indian/Asian Remy Hair
- Long-lasting Medical Grade Adhesive
- No expensive application tools required
- Fast Installation and Removal
- Quick and Easy Re-taping Process
- Valuable Salon Service – Increases Salon/Stylist Profits



BEFORE



AFTER





**1****2****3****4****5****6**

**Before leaving the salon, the client should be provided with an "At Home Care Guide". It is very important that the stylist ensure the client understands how to maintain their tape-in extensions once they leave the salon (see next pages for "At Home Care Guide").**



# HAIR AFFAIR TAPE 'N LOCK INSTALLATION INSTRUCTIONS:

**BASIC PLACEMENT IS QUICK AND SIMPLE (AFTER PROPER PREPARATION OF THE HAIR)  
SECTION THE CLIENT'S NATURAL HAIR TO CREATE A CLEAN HORIZONTAL PARTING.**

1. Separate a very small section of hair.
2. Unfold tape tab exposing protective backing.
3. Peel and remove protective back from the tape.
4. Place SMALL section of hair on right section of exposed tape approximately ½ to 1 cm. from scalp holding hair firmly in place.
5. Fold left side of exposed tape over to close attachment.
6. Press firmly 3 times to secure the adhesion.

## **TIPS FOR STYLISTS:**

- Tape 'n Lock strands can be custom coloured; however, the strands cannot be lightened (bleached). Colour can be deposited (semi or demi permanent colour is recommended) using a 10 volume developer up to 2 shaded darker. Any colour service on Tape 'n Lock strands must be done off the scalp, and the tape sections must be protected with foil, so as not to damage them. When rinsing the colour from the strands, again it is important to avoid the tape sections so as not to damage the polyurethane piece that holds the extension hair in place.
- \*Keep in mind that in most cases, it's easier to tweak the client's own hair colour to blend with the extensions, rather than custom colour the extensions themselves.
- Tape 'n Lock extensions are manufactured using a blend of Indian and Asian 100% remy hair. It is important to understand that Indian hair can be very fragile when chemically treated. By blending Asian hair (which is much stronger hair) with the Indian hair, the integrity of the extension hair is maintained, making it stronger, less stressed and less easily broken.

## **COMPLETING THE LOOK:**

Once you have placed all of the extension pieces, gently brush through them with a loop brush, being careful not to snag and pull at the tape-line. It is recommended that the tape-in extensions be allowed to relax into the hair for 10 to 15 minutes before cutting and styling. Always dry cut the tape-in extensions and never touch the tape-line with hot tools. Never blunt cut. Point cutting and slide cutting works best. It is also recommended that the client not wash their hair for at least 24 hours after installation to ensure the adhesive has time to set. This will ensure optimum longevity of the installation

## **RECOMMENDED AFTER CARE PRODUCTS:**

- Professional Shampoo and Conditioner formulated for colour treated hair (no glycerine, silicones, sulphates or dandruff shampoos).
- Use Conditioner from mid-shaft to ends only, avoiding the tape-line completely.
- Professional Leave-In Conditioner can also be used from mid-shaft to ends only (no glycerine, silicones, oils, heavy emollients).
- Marrakesh Oil – Argan/Hempseed Oil Blend (very reparative and healing – penetrates the cuticle of the hair, repairing from the inside out – easily absorbed, leaving no oily build-up on the hair) use only from mid-shaft to ends.

# REMOVAL OF TAPE 'N LOCK EXTENSIONS:

Dab Hair Affair Removal Solution to soak attachment points. Rub gently and separate tape with the end of a tail comb until extension loosens sufficiently to slide out with gentle pressure.

## RE-TAPING TAPE 'N LOCK EXTENSIONS:

1. Wash and condition the strands with a Professional Shampoo and Conditioner for colour treated hair (when conditioning, apply conditioner from mid-shaft down only, avoiding the tape, and rinse well). Then, thoroughly dry the strands paying particular attention to the tape.
2. Remove the old tape from the strands exposing the clean polyurethane (this is much easier to do when the strands are clean and dry). If stubborn to remove, gently pry the old tape from the polyurethane with the tip of your tail comb.
3. Lay the strands out flatly on a smooth surface ready for re-taping. Simply peel a Tape 'n Lock Re-taping tab from the package and adhere firmly to the clean polyurethane.
4. Press very firmly into place to ensure secure adhesion. Re-taping is now complete.

## "AT HOME CARE GUIDE"

### Washing and Conditioning Tape-In Hair Extensions:

#### Washing and Conditioning Tape-In Hair Extensions:

Immediately prior to washing, brush out hair with Loop Brush. Before applying shampoo, always apply a little conditioner to the ends of the hair first, and then apply shampoo (this helps to avoid any tangling of the extensions). Use only professional products, a shampoo formulated for colour treated hair that does not contain any glycerin, silicone, etc. – no dandruff shampoos containing sulfur. Keeping the hair flowing in a downward direction, gently lather, then rinse thoroughly. Repeat if necessary.

A high quality professional conditioner is important. Remember, do not use any product that contains oil or silicone, etc. Apply the conditioner to the ends of the hair first and then work your way upwards. Do not apply directly onto the attachment sites. Rinse thoroughly, then use a soft towel to absorb the excess water and blot firmly, never rub. Wrap the hair with a towel (with hair flowing downward) to absorb moisture. Moisture left around the attachment sites can cause the strands to release.

#### Detangling and Combing the Hair:

Spray on a professional leave-in conditioner (one that does not contain oil, waxes, glycerin, silicone, etc.) at the ends of the hair and work upwards to mid-shaft only. Avoid attachment areas. Very gently with the Loop Brush, begin to detangle from the ends upwards. It is a good idea to hold the extensions at the attachment sites so that there is no tugging.

#### Styling the Hair:

The best way to keep the hair healthy and shiny is to blow dry immediately after washing, using only moderate heat on a low power setting. Allowing the attachment sites to air dry will permit moisture to remain in the bonded area and cause premature detachment. Once the attachment sites and hair are completely dry, you can use a flat iron or curling iron on a moderate heat setting. It is always recommended to use a professional thermal hair protector on the extensions as well as the client's natural hair to preserve the integrity of the



## **"AT HOME CARE GUIDE" Continued...**

extensions. Be careful never to let any hot tool come in contact with the attachment sites, as it will melt the bond and allow the extension to slip.

Other professional styling products such as hairspray, mousse and gels may be used as long as they do not contain any silicone, oils, etc. Shine serums, styling pomades and waxes must be used sparingly and from mid-shaft down only, as they can travel up the hair shaft to shorten the life of the extension installation.

Do not wash hair for at least 2 days after installation (preferably, hair should only be washed 1 -2 times per week for optimum longevity of the installation). The adhesive at the attachment sites must have time to set before getting wet.

It is emphasized that you take special care of lengthened hair. Before going to bed, working out, swimming, or engaging in any physical activity, it is recommended that you pull hair back with a soft, covered elastic band. Putting the hair into a soft braid also helps to keep it from tangling.

Gently unravel the braid or the ponytail with your fingers when it comes time to release, then brush with the Loop Brush from the nape up, row by row, holding the extensions at the attachment sites to avoid tugging. Do this thoroughly once a day to brush away any product build-up or natural hair fall-out.

When swimming, to maintain brilliance of hair colour, as well as to avoid the deterioration of the attachment, do not submerge head unless the hair is protected by a bathing cap. Chlorine and salt water dries out the adhesive, as well as the hair and can cause excessive tangling or premature detachment of the bond. Always remember that extension hair dries out much more quickly than natural hair, as it does not receive the natural oils from the scalp.

Never do an installation on the day of a chemical treatment, as the chemicals cause the cuticle of the hair to swell, and it is not optimum to install extensions when the cuticle is swollen. Wait for one week so the cuticle has time to go back to normal then proceed with the installation service.

Installation can only be done by a professional on VERY WELL CLARIFIED hair. As it is extremely important that the tape is allowed to adhere to itself, putting too much hair in between the two attachment sites will hinder this process. Only a very small amount of natural hair is necessary to hold the extensions in place. These steps will ensure success.

## CLIENT QUESTIONNAIRE

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**STREET:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

PROV.: \_\_\_\_\_ POSTAL: \_\_\_\_\_ GENDER: \_\_\_\_\_

Please fill out and answer the following questions to help us better understand and serve your needs.

- How did you hear of this hair extension service? \_\_\_\_\_
- What is your reason for wanting hair extension? \_\_\_\_\_
- Have you ever worn hair extensions before? \_\_\_\_\_
- If so, when and what type? \_\_\_\_\_
- Are you interested in hair extensions as a long-term option for styling your hair? \_\_\_\_\_
- What is the longest your hair will grow on its own? \_\_\_\_\_
- When was the last time you let it grow to that length? \_\_\_\_\_
- What was your reason for cutting it? \_\_\_\_\_
- What is your normal hair maintenance program? (Please list all products you use at home and frequency with which you use them.) \_\_\_\_\_

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## CLIENT QUESTIONNAIRE Continued...

- How often do you visit the salon for maintenance and touch up services?

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- Do you and how often do you get the following services?

- Colour \_\_\_\_\_
- Highlights \_\_\_\_\_
- Perm \_\_\_\_\_
- Relaxer \_\_\_\_\_

- How often do you like to change your style? \_\_\_\_\_

- What is your long-term goal for your hair? \_\_\_\_\_

- Do you have any allergies (chemicals, medication, substances, materials, or other)?

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- Do you have any medical conditions that may interfere with this service? ie: Migraine headaches, history of scalp problems... please explain

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- Are you presently experiencing an unusual amount of hair loss (Reason: Chemotherapy, stress related alopecia, etc.)?

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- Special interests and hobbies: \_\_\_\_\_

- Work-out and sport activities: \_\_\_\_\_

- Please write questions or main areas of concern regarding this service.

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# INDEMNITY

**\*\*PLEASE USE THIS AS A SAMPLE FOR THE WAIVER AND INDEMNITY. YOU SHOULD CONSULT WITH YOUR LAWYER BEFORE PROCEEDING\*\***

I have read, understand and agree with the information recorded on the Client Questionnaire. The Home Care Maintenance has been explained to me, and I wish to proceed with the hair extension service.

I CERTIFY that the information I have provided in the Client Questionnaire is accurate and true and I HEREBY INDEMNIFY AND HOLD HARMLESS \_\_\_\_\_ against loss or damages, claims or actions based on consequences of any and all kinds that I may suffer as a result of my having failed to provide accurate and complete information.

I AGREE that \_\_\_\_\_ will not be held liable for any loss, damage or injury suffered by me as a consequence of the hair extension service provided to me and I HEREBY RELEASE \_\_\_\_\_ from any and all claims or actions that may arise as a consequence of the hair extension service.

I FURTHER INDEMNIFY AND HOLD HARMLESS \_\_\_\_\_ from any and all loss, damages, claims and actions that may be brought against them by any other party as a consequence of the hair extension service.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Stylist

\_\_\_\_\_  
Date



## NOTES

[illegible]



**Distributed by First Lady Products**  
2180 Matheson Blvd. E, Unit #1  
Mississauga, ON L4W 5E1

Tel: 905 206 5500  
Fax: 905 625 3441  
Toll Free: 1 800 268 2242

[www.firstladyproducts.com](http://www.firstladyproducts.com)  
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