

# Steadfast Tattoo Co.

## Artist Welcome Packet

Redmond, Oregon



Welcome to Steadfast Tattoo Co. — a professional, inclusive, and values-driven tattoo studio where artists are supported, empowered, and inspired to grow.

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## 1. Welcome Letter from Elisabeth

Welcome to Steadfast Tattoo Company. If you're reading this, you're probably considering where you want to create your next chapter as a tattoo artist — and I'm honored that you're taking a look at us. This packet includes our mission, expectations, safety practices, and contract structure. But I also want to include something less formal — an honest introduction to who I am and why I built this studio.

My name is Elisabeth Randall. I was born and raised in Oregon and have called Central Oregon home since 2001. I come from a big, faith-based family as the middle child of five. I was raised to live with integrity, work hard, and value the people around me — family, chosen family, and community. My mom always said integrity could be as simple as returning your grocery cart or as difficult as speaking up when it would be easier to stay quiet. That principle shows up in everything I do, especially the way I run this studio.

After years in business administration and preparing for a creative career, I took a leap into tattooing. I worked in multiple shops before building Steadfast from the ground up. The name represents the love my husband Matt and I share — rooted, enduring, and committed — and it reflects what I want for this studio: a place where people show up for each other with honesty, respect, and consistency.

I believe artists do their best work when they're treated with trust, professionalism, and care. That's what Steadfast is here to provide.

## 2. Mission & Studio Values

At Steadfast Tattoo Co., our mission is to provide exceptional, long-lasting tattoos through a foundation of professionalism, respect, and artistic integrity. We are committed to creating personalized designs that speak to each client's unique story, honoring both their physical expression and spiritual journey. Our inclusive, uplifting studio is a light-filled, cozy, and clean environment where creativity flourishes and everyone feels welcome.

With a team of passionate artists representing diverse styles and energies, we prioritize cleanliness, continuing education, and support for each other as both professionals and people. We believe that every tattoo is a collaboration — and every mark made is meaningful.

### **3. Independent Contractor Agreement**

#### **INDEPENDENT CONTRACTOR AGREEMENT**

This Independent Contractor Agreement (“Agreement”) is entered into by and between Steadfast Tattoo Co., LLC, an Oregon limited liability company located at the address above (“Company”), and the undersigned tattoo artist (“Contractor”).

#### **1. Independent Contractor Status**

The Contractor shall perform all services under this Agreement as an independent contractor, not as an employee, agent, or representative of the Company. Nothing in this Agreement shall be construed to create an employer-employee relationship, partnership, joint venture, or any other business association between the parties.

#### **2. Minimum Qualifications**

##### **Contractor must:**

- Hold a valid Oregon Tattoo License.
- Maintain current Bloodborne Pathogens (BBP) and CPR/First Aid certifications.
- Maintain personal professional liability insurance coverage for the duration of this Agreement and provide proof of coverage upon request.
- Meet the minimum presence and earnings requirements as outlined in Section 4.
- Maintain minimum monthly payouts to the Company, as defined in Section 3 and subject to future adjustments per Section 13.

### 3. Compensation Structure

Contractors may select one of the following compensation models: a tiered commission split or a flat-rate booth rent model. The Contractor must indicate their selection in section 10 of this document.

#### A. Commission-Split Model

- 60% artist / 40% studio: \$2,500 gross monthly production minimum
- \$2,500 in gross monthly sales results in \$1,000 payout to the Company, meeting the monthly production minimum
- Commission split is capped at \$1,500 payout to the Company (gross sales beyond \$3,750 are the Contractor's in full)

#### B. Booth Rent Model

If this option is selected, the Contractor agrees to pay weekly booth rent in lieu of a commission split. If the Contractor collects client payments independently, booth rent is due bi-weekly or monthly via cash, check, or electronic payment by Friday at 7:00 PM or by 7:00 PM on the 1st day of each month, respectively.

**Booth Rent:** \$1,200/month (billed at \$600 bi-weekly or once a month)

All other expectations outlined in this Agreement remain in full effect under the booth rent model, including station maintenance, conduct, and minimum presence.

## **C. Client Payments**

Contractors are fully responsible for collecting and managing their own client payments, deposits, records, and payment methods. The Company does not handle client transactions on behalf of Contractors.

Booth rent is due bi-weekly via cash, check or electronic transfer by Saturday at 9:00 PM. Commission-split Contractors will submit commission payments based on the 60% Contractor/40% Company split with cap as outlined in section 3A.

The Company may provide recommendations or resources for payment platforms (e.g., Square, Venmo, Zelle, or other professional POS systems), but the selection and management of these tools are entirely at the Contractor's discretion.

### **Note on Minimum Monthly Payouts:**

These minimums reflect the operational cost of maintaining a professional, clean, and licensed studio space. They ensure that basic overhead is covered without relying on owner subsidy (ie: money beyond owner's monthly booth rent share). The amounts are intentionally set at a level that most artists can meet with a consistent but manageable schedule, supporting both flexibility and shop sustainability.

## **4. Schedule & Attendance Expectations**

**Business Hours:** Vary by Artist

### **Contractor Production Minimums:**

Must generate at least \$2,500 in monthly gross sales (at 60/40 split) or a minimum \$1,000 in shop commission payout.

### **Walk-In Availability:**

All contractors are asked to be available for walk-ins at least once per month.

## **Attendance & Studio Presence:**

Contractors set their own schedules and may work within or outside of the studio's standard business hours, depending on personal preference. Artists may begin earlier or end earlier than the studio's public hours, provided they maintain a visible, regular presence in the studio at least once or twice per week and remain communicative with shop management. Failure to communicate or maintain regular presence will result in a write-up or warning.

While the Company does not assign shifts or dictate working hours, artists are expected to contribute to a professional and collaborative studio environment. Notice of extended absences must be provided in accordance with Section 11.

## **5. Station Setup & Breakdown**

### **Setup Requirements:**

- Use a clean bedsheet each session
- Wrap all surfaces and equipment
- Use a non-porous work tray
- Wrap machines and squeeze bottles
- Dispense stencil stuff onto tray
- Use squeeze bottle for high-level disinfectant

### **Breakdown Requirements:**

- Follow standard sanitation protocols
- Clean cartridge areas inside pen-style machines
- Use squeeze bottle for disinfectant

## **6. Professional Conduct**

- No drugs or alcohol during work hours
- No vaping indoors
- Unprofessional or inappropriate behavior may result in immediate termination

## **7. Shop Resources & Perks**

- Access to POS, booking, CRM
- Marketing support (social, print, Google)
- In-studio equipment: toolbox, massage bed, LED light, storage, disposables, gloves
- Shared use of Cricut, heat press, training materials
- Recertification support (BBP, CPR)
- 1099 weekly payout of commissions
- In-studio owner/staff support

## **8. Contractor Responsibilities**

Contractor provides their own:

- Artist chair, armrest, non-porous tray
- Machines, needles, inks, preferred tools
- Optional: personal bed or furniture
- Must maintain clean, sanitary station
- Station decor must be professional (no political, religious, or offensive content)
- Liability insurance

## 9. Neutral Work Environment Clause

Discussions of politics, religion, or controversial subjects are discouraged during client sessions. Studio will provide redirect support as needed. What you do outside of work is your business.

## 10. Term & Termination

- **Contract Term** (circle one): 6 / 12 months
- This Agreement is at-will. Either party may terminate at any time for any reason.
- Two weeks' notice is requested but not required.
- Contractor agrees to return all keys and restore their station to original condition upon departure.

### Contractor Compensation Selection:

#### Initial one:

\_\_\_\_\_ I elect the **Commission Split** model

\_\_\_\_\_ I elect the **Flat-Rate Booth Rent** model

## **Studio Standards and Corrective Action:**

The Company reserves the right to issue formal Conduct Notice for any repeated or serious violation of shop expectations or policies. Conduct Notices may be issued for, but are not limited to:

- Failure to meet minimum attendance or earnings requirements
- Abuse or misuse of shop equipment or resources
- Unprofessional, inappropriate, or disruptive behavior
- Use of drugs or alcohol on premises
- Violation of any sanitation, consent, or safety protocols

A maximum of three (3) Conduct Notices may result in termination of this Agreement. All Conduct Notices will be documented and discussed with the Contractor at the time of issue. Management may waive or resolve Conduct Notices at its discretion.

## **Amendments to Compensation Selection:**

Contractors may request to change their compensation model (commission split or booth rent) at any time. Any such change must be made in writing, signed by both parties, and attached to this Agreement as an addendum.

## **11. Time Off & Absences**

- 1-week notice requested for absences longer than 5 consecutive days
- Sick days do not require advance notice
- Contractors manage their own schedules, pricing, and client promotions (recommendations outlined in section 4)

## **12. Grounds for Termination**

May include but are not limited to:

- Substance use on site
- Failure to meet production/cleanliness standards
- Harassment, theft, or other misconduct
- Unprofessional or discriminatory behavior
- Incomplete documentation or improper consent
- Violation of client privacy and/or Company ethics standards

## **13. Adjustments for Inflation and Business Costs**

The Company may adjust the following terms annually with 30 days' written notice:

- Commission split production minimum requirements and cap
- Flat-Rate Booth Rent
- Adjustments apply to future contracts or renewals.

## IN WITNESS WHEREOF

The parties have executed this Agreement as of the date below:

Steadfast Tattoo Co., LLC

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Independent Contractor / Tattoo Artist

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **4. Exposure Control Plan**

### **Steadfast Tattoo Co. — Bloodborne Pathogen Exposure Control Plan**

Location: 728 NW 6th Street, Suite 3, Redmond, OR 97756

Date of Implementation: 2/1/2024

Review Frequency: Annually and after any exposure incident

Plan Prepared By: Elisabeth Randall, Owner/Operator

#### **1. Purpose and Scope**

To minimize occupational exposure to bloodborne pathogens (BBPs), including but not limited to HIV, HBV, and HCV, for all tattoo artists, staff, and contractors.

#### **2. Responsibilities**

- Owner/Manager is responsible for ensuring all contractors are trained annually, the plan is reviewed, and documentation is maintained.
- Contractors are responsible for adhering to all safety protocols and reporting any exposure incidents immediately.

#### **3. Employee/Contractor Exposure Determination**

All tattoo artists and support staff are considered Category I: reasonably anticipated to have occupational exposure to blood or other potentially infectious materials (OPIM).

## **4. Methods of Compliance**

### **Universal Precautions**

- Treat all human blood and OPIM as infectious.
- Gloves and barriers are required for all procedures.

### **Engineering & Work Practice Controls**

- Disposable, single-use needles, tubes, grips, and razors are used for each procedure.
- Ink caps, gloves, and razors are disposed of after every client.
- Machines are barrier-wrapped and cleaned between clients.
- Hands must be washed before donning and after removing gloves.

### **Sharps Handling**

- Sharps containers are:
  - Clearly labeled
  - Puncture-resistant
  - Located at each workstation
  - Replaced when  $\frac{3}{4}$  full
- No hand recapping of needles is allowed.

### **Decontamination & Cleaning**

- All surfaces are wrapped and/or disinfected after each client using an EPA-registered, tuberculocidal disinfectant.
- Work areas are cleaned with squeeze-bottle application to reduce aerosolization.
- Spray bottles are not used for disinfectants.

## **Laundry**

- Artists provide and launder their own aprons or clothing.
- Any contaminated laundry is bagged and handled with gloves.

## **Sterilization**

- No autoclave is used; all tools are disposable and single-use.
- There is no need for a sterilization room due to disposable setup.

## **5. Personal Protective Equipment (PPE)**

- Required: Gloves, face masks (as needed), eye protection (optional but encouraged)
- PPE is provided by the shop for general use. Artists may provide their own if preferred.
- Gloves are changed:
  - Between clients
  - If torn or contaminated
  - After touching non-clean surfaces

## **6. Hepatitis B Vaccination**

- Tattoo artists are strongly encouraged to receive the Hepatitis B vaccine.
- Proof of vaccination or signed declination forms are kept on file for each contractor.

## **7. Post-Exposure Evaluation & Follow-Up**

### **Exposure Incident Definition:**

- A needle-stick, broken skin, or mucous membrane contact with blood/OPIM.

### **Response Steps:**

1. Wash the area with soap and water immediately.
2. Report to the owner/manager immediately.
3. Document the incident on the Exposure Incident Log.
4. Seek medical evaluation within 24 hours.
5. Follow up per healthcare provider recommendations.

All medical evaluations are confidential and comply with OSHA 29 CFR 1910.1030.

## **8. Training**

- Annual BBP training is required and documented.
- Topics covered: universal precautions, PPE use, exposure procedures, hand hygiene, waste disposal, and record-keeping.

## **9. Record-keeping**

- Maintain the following for 3 years minimum:
  - BBP training documentation
  - Signed Hepatitis B declinations
  - Exposure incident logs and follow-up

## **5. Client Policy Reference**

Steadfast Tattoo Co., LLC

### **Client Policies**

#### **Consultations**

We offer free consultations to discuss your tattoo design ideas, placement options, style preferences, and to answer any questions you may have. Consultations can be scheduled through our online booking system and require a card on file. We ask for at least 24 hours' notice to cancel or reschedule. Missed consultations or cancellations with less than 24 hours' notice are subject to a \$50 fee.

#### **Deposits**

To book a tattoo appointment, we require a \$100 non-refundable deposit. This deposit reserves your time with the artist, covers the design process, and is applied to the final cost of your tattoo. If your tattoo requires multiple sessions, the deposit is applied to the final appointment.

Each deposit allows for one reschedule with a minimum of 48 hours' notice. If you reschedule more than once or give less than 48 hours' notice, a new deposit will be required. No-calls and no-shows result in a forfeited deposit.

#### **Cancellation & No-Show Policy**

Cancelling your appointment means the deposit is forfeited. Missed appointments without notice (no-call/no-show) or arriving more than 15 minutes late without calling may also result in forfeiting your deposit and losing your scheduled time.

## **Tattoo Design Process**

Once you've had your consultation and placed a deposit, your artist will begin the design process. You'll receive an appointment reminder before your scheduled session. Most artists present designs when you arrive. Minor edits can often be made on the spot, but significant changes may require rescheduling and an additional deposit.

Some artists may choose to send your design in advance. Ask your artist what their policy is. Please keep in mind that major redesigns requested late in the process may result in a new deposit.

## **Appointment Expectations**

Please arrive at your appointment on time (not early). Once you complete your consent forms, your artist will review the design with you, place the stencil, and begin your tattoo once everything is set.

Dress comfortably and ensure the tattoo area is easily accessible. You're welcome to bring snacks, headphones, or anything to help you feel relaxed — just be sure you can stay still during the tattoo.

We prioritize your comfort and privacy. If you're receiving a tattoo in a sensitive area, feel free to bring supportive clothing or ask for a privacy screen. If you'd prefer a quiet, conversation-free session, just let us know.

## **Aftercare**

We offer two healing methods: derm shield (clear medical adhesive bandage) and traditional aftercare (wrap + ointment). Your artist will recommend what's best for you based on your skin and lifestyle.

## **6. Steadfast Tattoo Co. Standard Operating Procedures Manual (Excerpt)**

### **Section 4: Tattoo Procedure Protocol**

This section outlines detailed expectations for station setup, procedure flow, equipment handling, client safety, and cleanup. These guidelines ensure each session at Steadfast Tattoo Co. meets the highest standard of hygiene, professionalism, and client care.

#### **A. Workstation Setup: Step-by-Step**

Required Setup Materials:

- Clean, single-use bedsheet
- Non-porous tray (no toolboxes permitted for work station)
- Disposable machine covers and bottle bags
- Saran Wrap or barrier film
- Dental bibs and tape
- Razor, glide/ointment, ink caps, rinse cup, and paper towels
- Stencil applicator dispensed onto tray
- PPE: gloves (mandatory), apron, face mask, machine-wrist wrap

### Step-by-Step Process:

1. Drape bed with a clean sheet and secure it.
2. Wrap exposed areas that may contact the client or get contaminated.
3. Cover work tray in Saran Wrap.
4. Wrap squeeze bottles, tattoo machines, pens, and armrests.
5. Set out ink caps, ointment, rinse cup, razors, and paper towels.
6. Place stencil applicator on the tray — never apply directly to skin or gloves.
7. Apply dental bib and wrist barrier prior to gloving up.
8. Prepare a clean, organized space before the client is seated.

## **B. Stencil Application Protocol**

### Skin Prep:

1. Shave the tattoo area with a new, clean razor.
2. Clean with green soap.
3. Sanitize with 99% isopropyl alcohol and let fully dry.

### Application:

- Apply stencil solution using clean, gloved hands or wrapped applicator.
- Carefully place the stencil and ensure it is centered and secure.
- If repositioning is needed:
  - Remove with alcohol followed by green soap on a saturated paper towel.
  - Reapply when skin is fully clean and dry.

## **C. Equipment & Needle Handling**

- Always follow manufacturer guidelines for equipment use.
- Never reuse single-use items.
- Ensure all needle cartridges are sterile and disposed of immediately after use in designated sharps bins.
- Clean reusable items between each use using high-level disinfectant.

## **D. Cross-Contamination Prevention**

- Use gloves any time you're in contact with tattoo-related products or surfaces.
- All high-touch items must be barrier wrapped (machine, spray bottles, lamps, etc.).
- Never touch a contaminated surface and return to a clean area without decontaminating or changing gloves.
- Hands must be washed between glove changes if contamination is suspected.

## **E. Aftercare Instructions**

Traditional Method:

1. Leave dri-loc pad/wrap on for 2–3 hours.
2. Wash with unscented antibacterial soap.
3. Pat dry with clean paper towels.
4. Apply a thin layer of ointment or fragrance-free lotion (e.g., Lubriderm, Cetaphil).
5. Repeat 3x daily for 2 weeks or until peeling ends.
6. Avoid swimming, soaking, sun exposure, and picking.

Derm Shield Method (Saniderm/Second Skin):

1. Leave the film on for 3–5 days.
2. If fluid buildup occurs, remove and replace in the first 24 hours.
3. To remove: Peel gently in the shower with warm water, pulling outward like a command strip.
4. Wash with antibacterial soap, pat dry, and moisturize with fragrance-free lotion.
5. No soaking, picking, or scratching during healing (4–6 weeks).

## **F. Client Behavior Expectations & Boundaries**

Clients are expected to:

- Be respectful and maintain personal hygiene.
- Sit still and communicate if repositioning is needed.
- Dress comfortably and leave tattoo areas accessible.
- Speak up if they prefer minimal conversation during the session.

Privacy & Comfort Accommodations:

- Pasties, sportswear, or modesty garments may be worn.
- Privacy screens are available by request.

## **G. Session Cleanup & Disposal**

Breakdown Process:

1. Dispose of all sharps in the designated sharps bin immediately after use.
2. Pour solidifier into rinse cups and ink caps.
3. With fresh gloves (using “clean” and “dirty” hand technique):
  - Remove and dispose of contaminated wrappings, barriers, and disposables.
  - Secure and bag biohazard waste.
4. Re-glove and disinfect:
  - Use squeeze bottle (not spray) to dispense high-level disinfectant.
  - Wipe all contaminated surfaces thoroughly, leaving them visibly wet.
5. Discard gloves and wash hands.

## **H. Spray Bottles vs. Squeeze Bottles**

- Spray bottles are not permitted for high-level disinfectants due to toxic aerosol exposure.
- Use squeeze bottles only, while gloved, for all disinfectant applications.