



*Bridal Information*

Bride's Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Referred By \_\_\_\_\_

*Wedding Day Information*

Wedding Date \_\_\_\_\_  
Time Hair Needs to be Completed By \_\_\_\_\_  
Ceremony or Picture Start Time \_\_\_\_\_  
Location of Hair Services on Wedding Day \_\_\_\_\_

*Alternate Contact if Bride is Not Making Arrangements*

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

*Wedding Party Information & Services Requested*

Name and Service Requested (Updo, Half-Up Style, Curl, Flat Iron, Make Up Application)

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

\_\_\_\_ Straight \_\_\_\_ Curly \_\_\_\_ Long \_\_\_\_ Short \_\_\_\_ Thick \_\_\_\_ Thin

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

\_\_\_\_ Blown Dry & Down \_\_\_\_ Half Up \_\_\_\_ Pony Tail \_\_\_\_ Bun \_\_\_\_ French Twist

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Make-up Application Desired \_\_\_\_ Yes \_\_\_\_ No

False Eyelashes Desired \_\_\_\_ Yes \_\_\_\_ No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

\_\_\_\_ Straight \_\_\_\_ Curly \_\_\_\_ Long \_\_\_\_ Short \_\_\_\_ Thick \_\_\_\_ Thin

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

\_\_\_\_ Blown Dry & Down \_\_\_\_ Half Up \_\_\_\_ Pony Tail \_\_\_\_ Bun \_\_\_\_ French Twist

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Make-up Application Desired \_\_\_\_ Yes \_\_\_\_ No

False Eyelashes Desired \_\_\_\_ Yes \_\_\_\_ No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply:

\_\_\_\_ Straight \_\_\_\_ Curly \_\_\_\_ Long \_\_\_\_ Short \_\_\_\_ Thick \_\_\_\_ Thin

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

\_\_\_\_ Blown Dry & Down \_\_\_\_ Half Up \_\_\_\_ Pony Tail \_\_\_\_ Bun \_\_\_\_ French Twist

\_\_\_\_ Other, Please Explain: \_\_\_\_\_

Make-up Application Desired \_\_\_\_ Yes \_\_\_\_ No

False Eyelashes Desired \_\_\_\_ Yes \_\_\_\_ No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

Name & Role in Wedding \_\_\_\_\_

Hair Type: Please check all that apply

Straight  Curly  Long  Short  Thick  Thin  
 Other, Please Explain: \_\_\_\_\_

Preferred style: Please check one

Blown Dry & Down  Half Up  Pony Tail  Bun  French Twist  
 Other, Please Explain: \_\_\_\_\_

Make-up Application Desired  Yes  No  
False Eyelashes Desired  Yes  No

### *Policies & Logistics*

On the wedding day, the hair will be done following a schedule. The schedule will be determined a minimum of 30 days prior to the wedding date. The bride must communicate the importance of being on time and properly prepared to all those with salon appointments. Each person getting their hair done in an updo, half-up style, or curls must have their hair already blown dry. For those who would like their hair down, it requires the use of a flatiron or curling iron, it will still incur an updo charge. The stylist will not allow time for blowing out hair before doing updos, half-up styles, or curls. If such case arises, the stylist will charge \$30 extra to blow dry (if time permits) or the service will be forfeited and the charge will still apply. The Bride must confirm and commit to the number of services stated above. Charges will include all people stated above.

If the Bride requires off-site services, the stylist needs a designated space to set up when on location. The Bride is responsible for clearing an area before the stylist arrives. The stylist will need a work area with a chair near an outlet. Good lighting and a mirror are also helpful. If services cannot be performed due to insufficient work conditions or tardiness, all fees still apply. The hair stylist will not be held liable for any injuries that should arise while on location.

In order for the schedule and services to be successful, it is imperative that the wedding party is prompt and punctual. Even a 5 minute late arrival will effect what services will be able to be performed and may cause the wedding party to leave the salon late. Do not be late on your wedding day.

For those traveling from offsite, leave plenty of time to arrive at the salon for your scheduled appointment. Many parties stay at the Glen Iris in Letchworth Park. Please know that it takes about 30 minutes to get to the salon from the Glen Iris.

All those receiving hair services, should wear a button down or loose fitting shirt to the appointment. When clients change into their bridal attire, these shirts prevent hair from being ruined.

### *Late Arrivals*

If a wedding party is more than one hour late without making contact with SLB Salon & Boutique, the assumption is that the client is a no-show. In this case, the client forfeits all deposits and payments. If a wedding party is late for the scheduled service appointment time and notifies us of a new arrival time, stylists may or may not be able to accommodate the new arrival time. If the scope of the original contract can't be fulfilled services may be reduced; however, clients are liable for the original amount.

## *Fee & Policy Details*

### *Deposit*

A deposit of 50% is due to hold your wedding day. This deposit is non-refundable.

### *Trial Run Bridal Hair*

A trial run is recommended for the Bride. This needs to be booked at least 30 days prior to the wedding day, unless other arrangements are made with the stylist. The trial run is not complimentary. The day of the trial run, the Bride will be charged \$65. This charge is non-refundable should the Bride choose to cancel her wedding day services. The trial run includes two styles. Should the Bride require extra styles, an additional fee will be assessed.

### *Trial Run Bridal Makeup*

Should the Bride decide to schedule a makeup application appointment for the wedding day, it is suggested that the Bride schedule a trial run. This needs to be booked at least 30 days prior to the wedding day, unless other arrangements are made with the stylist. The trial run is not complimentary. The day of the trial run, the Bride will be charged \$35. This charge is non-refundable should the Bride choose to cancel her wedding day services. The trial run includes one look. Should the Bride require extra looks, an additional fee will be assessed. On the wedding day, it is suggested that the Bride purchase the lipstick and lipgloss used in the look. These can be used to touch up throughout the wedding day.

### *Wedding Day*

The Bride agrees to pay in full on the wedding day. The total amount due is based on the wedding day services requested. The total fee is due to the hair stylist as described, regardless of internal arrangements between the Bride and the others receiving services. The payment can be cash, cashier's check, Visa, MasterCard, or Discover.

### *Travel Fees*

Travel fees are based on a minimum of \$300. If an additional stylist is necessary, the minimum travel fee is \$75 for the second stylist. If travel distance exceeds 60 miles, the travel fee will be adjusted accordingly. If traveling, the Bride is responsible for all parking fees & tolls the stylist may incur.

### *Changes to Contract*

No changes to the contract will be made less than 30 days prior to the wedding day. No changes will be made over the answering machine. All changes must be communicated to an individual.

### *Cancellations*

Any cancellations made less than 30 days prior to the wedding day will be charged in full to the credit card associated with the contract.

<i>Bridal Menu</i>	
Formal	\$65
Bridal	\$85
Blow Out	\$35
Make Up	\$35
Eyelashes	\$10
Other Services	To be determined

Fees are based on 6 people or less. For 7 people or more there will be an extra \$5 charge per person.

This contract is due within one week of the original booking of wedding day appointments. The contract and all services must be finalized 30 days prior to the wedding date. No changes are guaranteed to be granted less than 30 days prior to the wedding date.

Upon receipt of this contract, the stylist will total the amount that is due on the wedding date as well as provide a detailed schedule to the Bride. Should the stylist have a personal emergency that prevents her from performing the services as agreed, all efforts will be made so that a replacement stylist will be present to perform the contracted services. Should an emergency occur so last minute that no stylist can be made available, all fees will be refunded.

"I \_\_\_\_\_ (print name) understand and agree to all the conditions stated in this contract."

Bride: \_\_\_\_\_

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

Stylist: \_\_\_\_\_

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

*Credit Card on File:*

Type: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Number: \_\_\_\_\_

Expiration: \_\_\_\_\_

Code: \_\_\_\_\_

Total: \_\_\_\_\_

*The reservation(s) will be cancelled if payment and the signed contract are not received by the due date.*

*Here are some suggestions of enhancements prior to your wedding or wedding day*

Purchase Cosmetics

Waxing

Pedicure

Manicure

Individual Eyelashes