

# BRIDAL INFORMATION & CONTRACT

*We want you to Love  
your Hair and Makeup!*

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# BRIDAL CHECKLIST

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Wedding \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## AT TIME OF BOOKING

- ☐ Book Appointment Date
- ☐ Complete and return Bridal Reservation Form
- ☐ Sign and return Bridal Agreement Terms & Conditions
- ☐ Secure Appointment Date with Deposit

## 3-6 MONTHS BEFORE WEDDING

- ☐ Complete and return Detail Sheet
- ☐ Sign and return Payment Agreement

## 2-3 MONTHS BEFORE WEDDING

- ☐ Schedule Bridal Trial

## 1 MONTH BEFORE WEDDING

- ☐ Invoice sent to Bride

## 2 WEEKS BEFORE WEDDING

- ☐ First Installment Due
- ☐ Give Wedding Prep Cards to Bridal Party

## WEEK OF WEDDING

- ☐ Final Payment Due
- ☐ Take a deep breath and relax, you're going to be a beautiful bride!

# BRIDAL AGREEMENT TERMS & CONDITIONS

We kindly accept a deposit when the wedding reservation is made. Fifty percent (50%) of the remaining total is due 14 days prior to the appointment day. The remaining balance is due one day prior to the appointment day.

***The bride assumes responsibility of payment to the Salon for all members of the bridal party included for styling.***

Consultation appointments are essential for the bride. Bridal trials are scheduled for 2 hours and 30 minutes for a complete walk through of the style. Consultation should be scheduled prior to your big day.

**SECURING APPOINTMENT DATE** - Your appointment date(s) and service(s) will be secured when the signed contract and deposit have been received. All bookings for weddings are made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract and deposit.

**DEPOSIT** - All reservations for parties up to 5 people must be reserved and guaranteed with a \$150 deposit. Parties of 6 or more must be reserved and guaranteed with a \$250 deposit. All deposits are due within 48 hours of scheduling services. Deposits for reservations cancelled within 14 days of your scheduled appointment will be refunded. The reservation will be cancelled if payment and the signed contract are not received by the due date.

**PAYMENT & PRICING** - Prices are subject to change as styling needs change or services are added. We accept cash, checks, Visa and MasterCard. Final price does not include gratuity. Gratuity cannot be accepted via Visa or MasterCard.

**CONTRACT/APPOINTMENT CHANGES** - All agreements will be made in writing. Wedding date and time, service date, time of arrival in salon, estimated time of completion, names of guest to be styled and service descriptions will be mailed or emailed. Any changes/additions to guests or wedding party members requesting additional services after the contract is signed **must be submitted in writing**; (no changes will be made over the phone). Charges for guest requiring additional services must be paid in full on the day of service. Changes will be accepted up to 14 days prior to the service date. Any cancellations made with less than 14 days notice will incur 50% of the service price and the credit card associated with this contract will be charged. Any cancellation made within 48 hours of an appointment will incur the entire cost of the cancelled service(s), which will be placed on the credit card associated with this contract.

\* The bride/individual signing this contract may permit only one other person to authorize/submit and change any arrangements for the wedding party. Contracts and changes made by anyone other than the individual signing or listed on this contract are not allowed and considered invalid. The salon coordinator/manager and owner are the only ones to accept and make request changes.

\* Cancellations due to emergencies are considered on a case-by-case basis per the salon management's discretion.

\* **You may e-mail, mail or fax any changes or requests.**

**LATE ARRIVALS** - Tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) 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 cannot be fulfilled due to client's tardiness, services may be reduced; however clients are liable for the original amount.

\*If a wedding party is more than one (1) hour late without making contact with us, the assumption is the client is a no-show. This results in the client forfeiting all deposits and or payments for the contracted services.

***We apologize for any inconvenience but we must follow this policy out of respect for our stylists and other clients.***

**I have read, understand and agree to the terms of this contract. Deposit payment is due upon submission of this document.**

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Additional Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ Date of Wedding \_\_\_\_\_

salon-s.com | info@salon-s.com

207 Livingston Street | Northvale, NJ 07647 | T 201.768.2921 | F 201.768.2140

# BRIDAL RESERVATION FORM

Dear Bride,

*Congratulations! We're sure you have been busy arranging many details for your upcoming wedding day. Now that you have secured a date with Salon S to provide the styling for your wedding day, you are ready to set up your styling appointments, and we're ready to assist you! The purpose of this form is to confirm the services to be rendered for the wedding party along with the name(s) of those responsible for services provided by Salon S. This form and deposit must be completed and returned within 48 hours of scheduling services or the service(s) and time(s) requested will not remain reserved.*

## Wedding Information

Wedding Date \_\_\_\_\_ Ceremony/Picture Start Time \_\_\_\_\_

Time you need to leave the Salon \_\_\_\_\_ Number of Guests in your Bridal Party \_\_\_\_\_

Wedding Location \_\_\_\_\_

Referred by \_\_\_\_\_

## Bridal Information

Bride's Name \_\_\_\_\_ Bride's Phone Number \_\_\_\_\_

Bride's Address \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

## Alternate Contact Information

Name \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

## Credit Card Information

In order to guarantee your appointment times, we require the following credit card information.

Credit Card Type      Visa \_\_\_\_\_      MasterCard \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date (Month/Year) \_\_\_\_\_

Billing Address \_\_\_\_\_ Zip \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

No charges will be made to your credit card unless you request it be charged (in writing) or if services are canceled. We do require two weeks (14 days) advance notice cancellation policy. In the event that an appointment is canceled less than two weeks (14 days) prior to your appointment, your signature above authorizes Salon S to charge half (50%) of the cost of services to the above credit card. Should an appointment be canceled within 48 hours of the appointment, my above signature authorizes full payment of the entire cost of canceled services to be charged to the above credit card.

*On behalf of Salon S, we look forward to hosting your wedding party for your big day. If you have any questions, or if we can better serve you in any way, please contact us. Thank you! ~ James & Michelle Benasillo, Owners, Salon S*

For Salon Use

Total Amount of Service \$ \_\_\_\_\_ Deposit Required \$ \_\_\_\_\_ Payment    Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit \_\_\_\_\_

Technician Assigned to Bride \_\_\_\_\_ Services    Hair \_\_\_\_\_ Makeup \_\_\_\_\_

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# BRIDAL DETAIL SHEET

Bride's Name \_\_\_\_\_ Date of Wedding \_\_\_\_\_

	NAME	HAIR LENGTH	PERSONALITY TYPE	SERVICES
BRIDE				
BRIDE'S MOTHER				
MOTHER-IN-LAW				
MAID/MATRON OF HONOR				
BRIDESMAID 1				
BRIDESMAID 2				
BRIDESMAID 3				
BRIDESMAID 4				
BRIDESMAID 5				
FLOWER GIRL				
OTHER				
OTHER				
OTHER				
OTHER				

Please add any additional requests on reverse side of form.  
**Please email, fax, mail, or deliver your completed form to us 3-6 months prior to wedding day.**

# BRIDAL SERVICES



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## IN SALON

### HAIR

BRIDAL TRIAL	\$100+
BRIDAL STYLING	\$150+
UPDO	\$75+
CURLS	\$40
SHAMPOO & BLOW DRY	\$40
FLAT IRON	\$40

### FACE & BODY

BRIDAL MAKEUP	\$125
MAKEUP TRIAL	\$75
MAKEUP APPLICATION	\$75
FAUX/INDIVIDUAL FALSE LASHES	\$20
EYELASH EXTENSIONS (FULL SET)	\$300
EYELASH EXTENSIONS (HALF SET)	\$150

## AT VENUE

### HAIR

BRIDAL STYLING	\$225
UPDO	\$100+
BLOW DRY WITH FLAT IRON/CURLING IRON	\$50+

### FACE AND BODY

BRIDAL MAKEUP	\$135
MAKE UP APPLICATION	\$100
FAUX/INDIVIDUAL FALSE LASHES	\$20

At Venue services require a minimum of \$500 up to a 25 mile radius. Additional \$50 Travel Fee per artist may be charged for stylists outside this radius. Additional charge will be added for services required before 9:00 am and on holidays.

Prices may vary depending on thickness, length of hair, and intricacy of the service. Gratuity is not included in packages or set prices. 15-20% is traditionally given when pleased with service.

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