

Dear Bride,

By now you most likely have everything pretty well situated for your big day. If you have selected Town & Campus Hair Care and you are ready to secure your salon appointments, we are ready to assist!

Please complete & return the following:

- 1. Bridal Contract Information**
- 2. Bridal Party Information Chart**
- 3. Provide us with a 50% deposit (details below)**

Once all three are received we will begin the scheduling process...

BRIDAL CONTRACT INFORMATION:

Name: _____

Contact Numbers:

Cell: _____

Home: _____

Mailing Address: _____

Email Address: _____

Size of Bridal Party (including yourself): _____

Wedding Date & Time: ____ / ____ / ____ & _____

Time you MUST leave the Salon: _____

AS of 12.10.21 ... GENERAL BRIDAL INFORMATION:

- The cost of Bridal/Special Occasion style is \$58.00
- The cost of **Off-Site, Holiday, or Sunday Weddings** is \$73.00
- Additional Travel details include the following:
 - Travel for Off-Site, farther than 5 miles, add an additional \$1.00 per mile per up-do
Example: Distance is 8 miles from the salon, 1 stylist @ \$83.00 + 3 miles @ \$1.00 the total is \$86.00 for each attendant per up-do
- A 50%, ***non-refundable deposit** is required upon booking your bridal party; this can be secured with a check or a credit card
- We will gladly prepare a breakfast/brunch, consisting of pastries, bagels, fruit, etc.... for a set-up fee of \$25.00 as well as the cost of the food items. If interested, please submit a detailed list of the food you prefer, as well as a head count, no less than 7 days prior to your bridal appointment

GENERAL BRIDAL CONFIRMATION CONT':

To eliminate all miscommunications, once your Bridal Contract is secured, please notify Kathy, in writing only of any changes. Verbal communication is not advised. Written ensures your wishes are clear.

- Please note that we do not automatically include any gratuity
 - Because your services are paid in full, we simply ask that gratuity be given in cash
- *non-refundable deposit occurs because we are reserving our stylist exclusively for your Bridal Party**

SPECIAL INSTRUCTIONS FOR THE BRIDE & ATTENDANTS:

Please...

- When you arrive, the hair **must be** dry so please **do not shampoo** your hair the same day as your appointments
 - If a member of the bridal party arrives and their hair is wet an additional fee may be applied
 - If a shampoo is necessary for a selected style we will take care of it
 - Please **do not flat iron** your hair prior to your appointment
- It is essential that all of your attendants arrive at least 5 minutes early
- Please wear a loose fitting or button-down shirt
- Arrive to the appointment with an idea of the look you would like us to achieve
- Be sure to bring all the accessories, tiara, veil, flowers etc...
- We have a small supply of accessories available for purchase

BRIDAL PARTY INFORMATION CHART

Next ... Please Include Yourself & Your Bridal Party Attendants & their Hair Type:

Name of Bridal Attendant:	Title: Maid of Honor, Bride's Maid, Mother of Bride, Jr. Bride's Maid, Flower Girl, etc...	Length of Hair: Short - above shoulders Medium- touches shoulder Long - touches shoulder blade	Texture of Hair: Curly Straight Fine Thick
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

If you have any questions or concerns please contact me at any time. And remember to submit any changes (in writing only) as soon as possible.

50% DEPOSIT PAYMENT DETAILS:

CREDIT CARD:

If you are securing the 50% deposit, in the form credit card, you can either call the salon (717.334.2904) and provide your information or fill in the following questions:

Name as it appears on the Credit Card: _____

Visa, MasterCard or Discover: _____

16-digit number as it appears on the Credit Card: _____ - _____ - _____ - _____

3-digit security code on the back: _____

Expiration date: ____ / ____

Zip Code: _____

Enter your initials as security that you provided us with this information: _____

CHECK:

If you are securing the 50% deposit with a check, please include your check number (# _____) as well as the date you wrote the check (____ / ____ / ____)

REMAINING BALANCE DETAILS:

We require the remaining balance be paid 72 hours prior to your wedding day

BRIDAL PARTY CANCELLATION POLICY:

- In the event any appointments are **cancelled less than 72 hours prior** to your Wedding Day; you will be held responsible to still pay for those cancelled appointments, according to the contract.
- Any changes made **before the 72 hour time frame**, the cost of the cancelled appointments will be deducted from your remaining balance.

FINALIZING THE CONTRACT:

- I have read, understand and agree to the terms of this contract.
- I understand that a deposit of 50% of the total is required in order to secure my appointments.
- The deposit may be secured with a check or credit card, and is needed upon the submission of this document.
- After we receive your completed bridal contract, the bridal party information chart, and your deposit, I will schedule all the necessary appointments. Then you will receive a **Letter of Confirmation** which provides you with a finalized schedule. The schedule clarifies who each of your Bridal party attendants are scheduled with and their specific appointment time.

On behalf of the staff at Town & Campus Hair Care, Inc. we look forward to hosting you and your Bridal Party! We will provide you with the professional service you deserve and we pledge to make your special day one to be remembered!

Thank you for choosing Town & Campus Hair Care, Inc.

Sincerely,

Kathy Smith

Salon Manager

(717) 334-2904

kathy@townandcampushaircare.com

Alternate Contact:

Kayla Hoffman