



515-964-4009

Bridal Contract

Congratulations on your engagement! Thank you for choosing Envision Salon Spa to help celebrate your special day. We understand all the hard work and meticulous planning that goes into making your day a true success. Our artistic team knows the way you look and feel on that day is directly related to your beauty experiences prior to your big event. We have taken care of hundreds of beautiful brides and their bridal parties and as a result know exactly which questions to ask to get you organized.

Please complete the following information. This agreement is a contract that requires a **50% deposit** to reserve your date. The balance will be due **2 weeks prior** to the date of the wedding. Please see next page(s) for complete policies and guidelines.

Bride/ Primary Contact:	Wedding Date:	Time:
Bride's Address:	City:	State/Zip:
Cell Number (bride or primary contact):	Email Address (bride or primary contact):	
Secondary Contact:	Cell Phone:	Email:
Time your party needs to be completed:		
Misc. Notes:		

BRIDAL CONTRACT CONTINUED

PRIOR TO EVENT:

We want to ensure that your special day is smooth and stress free for you. In our years of experience, we have found that the best way to avoid disruption, added stress, and any possibility of errors, is to limit the number of people that handle the party on both sides (yours and Envision Salon Spa). With that said, the following guidelines apply:

- The bride or "primary contact" listed above is the only person(s) authorized to submit/request any changes to this arrangement for this wedding party. Request for changes must be made through our Bridal Coordinator. Please be sure that your bridal party members are aware of this. **This includes payment transactions.**
- I agree to allow my credit card to be on file in case extra charges need applied.
- I understand that a deposit of 50% of the total package price is required to reserve/secure the appointments on the above date. Be sure that ALL members of your party that will be receiving services are listed on the intake form.
- I understand a **20% gratuity** charge is applied to my final price
- I agree to the scheduled appointment times given on the intake form, and the prices listed.
- Envision Salon Spa requires the bride to schedule and attend a **TRIAL APPOINTMENT** with the stylist and make-up artist (if applicable) that she is scheduled with. It is suggested that the bride bring along her veil/headpiece. **(A minimum of two weeks prior is recommended.)** It is NOT required for everyone unless requested by those individual members or they have an unusual style.
- The trial appointment is NOT included in your total price.
- I will inform Envision Salon Spa of any members of the wedding party that have exceptionally long or thick hair in order for the appropriate time allotments to be made. I do understand that there will be an additional charge over the amount stated on the intake form for such instances.
- I agree to pay the balance **two weeks** prior to the event. Failure to do so will result in loss of date and deposit. We hope this will help to add to the ease and enjoyment of your day.

REFUND/CANCELLATION/CHANGES:

Envision Salon Spa will do our best to accommodate any requested appointment changes. However, there is a high demand on our time, therefore all changes may not be possible.

- I agree any changes or cancellations made to this contract must be submitted in writing to the Bridal Coordinator for my wedding party. Only the bride or the "Primary Contact" noted on page 1 may submit changes, refunds, or cancellation requests. A confirmation email will be sent to you within 48 business hours. If for any reason you do not receive a confirmation email, please contact us immediately.
- I understand cancellations made **30 days or more prior** to the original date set will receive an **80% refund** of the deposit made.
- I understand cancellations made **less than 30 days** prior to original event date are **non-refundable**.

Initial here _____

- I agree if any "no shows", cancellations or late arrivals occur without a 30 days' notice, I will be charged in full for services booked. **If they arrive more than 15 minutes late, they will forfeit their appointment. There is no price adjustment or refund.**

ON THE DAY OF THE EVENT:

- The bride and all members of the party need to arrive **15 minutes** before their scheduled appointment to allow time to check in. We want our service providers to have adequate time to perform your services as well as being timely for the guests who have an appointment following yours.
- If anyone is late for their scheduled appointment, their appointment will be shortened, thus they may have to alter their desired style.
- Each appointment scheduled for special occasion styles **must arrive with clean, DRY hair.** (It is best to do this the night before, as it will maintain its style better.)
- Special occasion style fees and scheduling do not include blow drying. If there is a need to do so, extra charges will apply to the card on file; and your appointment may be shortened.
- Please remind your wedding party to wear a button-down shirt or robe.
- If there are any members of your party that are the slightest bit particular, they will need to have a trial run. Due to time constraints on the day of the event, we are unable to make major adjustments to the style.
- Please be sure that each member of your party is scheduled for the services they need on the intake form. We will do what we can to accommodate additional guests or services for your party, however, that is not always possible.
- Feel free to bring snacks & beverages for your party.
- If Make-Up services are being performed, please be sure that they arrive with a clean face with moisturizer ONLY.

I will inform my bridal party of all policies stated above.

(PLEASE PRINT FULL NAME)

I, _____, have read and fully understand all the above terms and conditions.

I agree to all policies and consent to them as stated above.

Signature

Date

I will be paying by:

Credit Card

Check

Cash

If paying by Credit Card, we will send you a self pay link.

A credit card is required to be on file with us for any additional charges incurred.

In Salon Bridal Party Intake Form

Step 1: Complete and return intake form along with bridal contract and deposit to reserve your day.

Step 2: The bridal coordinator* will review the services and check availability. Once reviewed, you will be contacted to go over the schedule to be sure it meets your needs; however, adjustments may be necessary.

*Your point of contact is the bridal coordinator!

BRIDAL SCHEDULE		
SERVICE	TIME NEEDED	Hair must be clean and completely <u>DRY</u> before arriving for any style. Hair that is damp, longer, thicker, or requires more intricate work, may take more time; additional charges may apply.
Special Occasion Style	(60 minutes)*	
Shampoo & Style	(45 minutes)*	
Make-Up Application	(30-45 minutes)*	
Lashes	(15 minutes)*	
Manicure	(45 minutes)*	
Pedicure	(60 minutes)*	
*times may vary		

FEES AND PAYMENT SCHEDULE						
Guest Name	TOTAL SERVICE FEE	GUEST NAME	TOTAL SERVICE FEE			
Bride:		7				
2		8				
3		9				
4		10				
5		11				
6		12				
TOTAL SERVICE FEES:	GRATUITY: (20%)	GRAND TOTAL:	DEPOSIT AMOUNT (50%):	DATE PAID:	BALANCE DUE:	DUE DATE:

AREAS IN GREY TO BE COMPLETED BY BRIDAL COORDINATOR

PRIMARY CONTACT(BRIDE):	SECONDARY CONTACT:
EMAIL ADDRESS:	EMAIL ADDRESS:
CELL NUMBER:	CELL NUMBER:

1.	NAME:	ROLE IN WEDDING: BRIDE
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	Lashes
<input type="checkbox"/>	Manicure	Pedicure
**only applicable to earlobe length or short style with no pin work		

2.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	Lashes
<input type="checkbox"/>	Manicure	Pedicure
**only applicable to earlobe length or short style with no pin work		

3.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	Lashes
<input type="checkbox"/>	Manicure	Pedicure
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4.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
**only applicable to earlobe length or short style with no pin work		

5.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
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6.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
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7.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
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8.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
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9.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	<input type="checkbox"/> Lashes
<input type="checkbox"/>	Manicure	<input type="checkbox"/> Pedicure
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10.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	Lashes
<input type="checkbox"/>	Manicure	Pedicure
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11.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	Shampoo/Style**
<input type="checkbox"/>	Make-Up Application	Lashes
<input type="checkbox"/>	Manicure	Pedicure
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12.	NAME:	ROLE IN WEDDING:
PLEASE MARK MOST ACCURATE		
HAIR LENGTH: <input type="radio"/> Earlobe, <input type="radio"/> Above Shoulders, <input type="radio"/> Collar Bone, <input type="radio"/> Bra Line, <input type="radio"/> Low Back/Waist		
DENSITY: <input type="radio"/> Fine, <input type="radio"/> Average, <input type="radio"/> Thick		TEXTURE: <input type="radio"/> Straight, <input type="radio"/> Wavy, <input type="radio"/> Curly
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