



515-964-4009

Bridal Contract- Travel

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 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):	
Address of Location (where hair/makeup will take place):		
Secondary Contact:	Cell Phone:	Email:
Time your party needs to be completed:		
Misc. Notes:		

TRAVEL CONTRACT CONTINUED

PRIOR TO EVENT

- Must have at least 3 other members receiving a special occasion style; along with bride
- All members of the party must be on location **15 minutes** before the time agreed upon above. This is to insure if we are ahead of schedule, everyone is ready to go.
- All members of the bridal party must arrive with **CLEAN, DRY hair**. If not, their appointment time will be shortened, and they will be asked to dry their hair completely. Charges will apply to the card on file in this case.
- If make-up services are requested, we ask you have a freshly clean face with moisturizer **ONLY**.
- Please remind all members to wear a button-down shirt or robe.
- A trial appointment is required for the bride in salon; 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 the total price.
- I will inform Envision Salon Spa of any members of the wedding party that have exceptionally long or thick hair for the appropriate time allotments to be made. I do understand that there will be additional charges over the amount stated on the intake form for such instances.
- 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.**
- There is a \$40 traveling fee per stylist for the Ankeny area, \$60 fee per stylist up to 20 miles from the salon, \$100+ per stylist fee for more than 20 miles from Envision Salon Spa.
- A **20% gratuity** charge will be applied to your final price
- A **50% deposit** of the total price is required to reserve your appointments, along with the intake form and signed contract. The remaining balance will be due **2 weeks prior** to your wedding date.
- I agree to pay the balance **two weeks** prior to the event. Failure to do so will result in loss of date and deposit. Be sure that ALL members of your party that will be receiving services are listed on the intake form.
- I agree to allow my credit card to be on file in case extra charges need applied.
- 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.**

Initial here _____

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.
- If you need to adjust your wedding date, charges may be incurred.
- I understand cancellations **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**.

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.

Bridal Party Intake Form- Traveling

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. The bridal coordinator will make a schedule for you prior to your event

*your point of contact is the bridal coordinator

Traveling Bridal Schedule		
Services Available	Time Needed	
Special Occasion Style*	(60 Minutes)	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.
Simple Style*	(45 Minutes)	
Make-Up Application*	(30 Minutes)	
Lashes	(15 Minutes)	

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	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>		<input type="checkbox"/> Lashes
**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	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
**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	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
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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"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes

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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	Make-Up Application
<input type="checkbox"/>	Simple Style*	Lashes
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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"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
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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	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
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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	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
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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
OTHER NOTES:		
PLEASE CHECK BOX(S) BELOW FOR SERVICE(S) REQUESTED		
<input type="checkbox"/>	Special Occasion Style	<input type="checkbox"/> Make-Up Application
<input type="checkbox"/>	Simple Style*	<input type="checkbox"/> Lashes
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