



515-964-4009

Bridal Contract- Traveling

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 bridal 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. As a result we know exactly which questions to ask to help you look and feel your best on your big day!

PRIMARY CONTACT (BRIDE)		SECONDARY CONTACT	
EMAIL:		EMAIL:	
PHONE NUMBER:		PHONE NUMBER:	
WEDDING DATE:	LOCATION WHERE HAIR/MAKEUP TAKE PLACE:		
WEDDING VENUE LOCATION:		WEDDING START TIME:	TIME PARTY TO BE COMPLETED:
WEDDING COORDINATOR INFO:			
MISC. NOTES:			
STYLIST(S) TRAVELING:			

1	BRIDE'S NAME:		
PLEASE MARK MOST ACCURATE			
HAIR LENGTH: <input type="radio"/> Short(chin length or shorter) <input type="radio"/> Medium (chin length to collarbone) <input type="radio"/> Long (below collarbone) <input type="radio"/> Extra Long(bra line or longer)			
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 BOXES FOR SERVICES REQUESTED			
	Special Occasion Style	Traditional Make-Up	
	Simple Style*	Airbrush Make-Up	
	*only applies to short length	Lash Application	

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TRAVEL CONTRACT CONTINUED:

PRIOR TO EVENT

- ❖ A trial **IS** required for hair and/or makeup services for the bride only.
- ❖ The hair and/or makeup trial is **NOT** included in the total price. The trial appointment(s) are a separate transaction from the deposit and final payment.
- ❖ Must have at least 3 members receiving a special occasion or simple style, including the bride.
- ❖ All members of the party receiving hair and/or makeup services must be on location at least **15 minutes** before their scheduled time.
- ❖ All members of the party receiving hair services must arrive with **CLEAN, DRY hair**. If not, they will be asked to dry their own hair completely and will be charged for the additional time it will take the stylist to complete their desired look.
 - Take note: If too much time is taken to dry the hair, the stylist may not have time for the desired style.
- ❖ Please have all members wear something easy to take off (i.e. button down, zip up jacket or robes) so not to disturb the fresh updo/style or wipe off makeup.
- ❖ If makeup services are requested (traditional or airbrush), we ask all members to arrive with a **fresh, clean face with only moisturizer on the skin**.
- ❖ Please inform Envision Salon about any members with exceptionally long or thick hair. Refusal to do so will result in additional charges day of.
- ❖ The bride or “primary contact” listed above is the only person authorized to submit/ request any changes to this contract for this wedding party.
 - Requests for change can only be made through the bridal coordinator (your primary contact at Envision Salon). **This includes payment transactions.**
- ❖ There is a travel fee based on the distance from Envision Salon to your location of hair/makeup.
 - For travel fee information, don't be afraid to ask the bridal coordinator!
 - If more than 2 stylists are needed to complete your wedding party, the travel fee may double to accommodate. This charge is also based on distance from the salon to your location.
- ❖ A **20% gratuity** charge will be applied to your final price.
- ❖ A **50% deposit** of the grand total is required to book your wedding party, along with the intake form and signed contract. The remaining balance is due **2 weeks prior** to your wedding date.

- ❖ Failure to pay the remaining balance 2 weeks prior to your wedding date will result in loss of your deposit and loss of *all services*.
- ❖ Envision Salon requires a valid credit card on file for your deposit and if any additional charges are needed the day of the wedding. We will not give out your information to anyone.
 - We do not accept payments from multiple members of the wedding party. We request the payments come from the “primary contact” only.

REFUND/CANCELLATION/CHANGES

Envision Salon strives to accommodate any appointment changes as they come. We understand how crazy wedding planning can be! However, there is demand on our time and all changes may not be possible.

- ❖ Changes or cancellations made to this contract must be submitted to the bridal coordinator in writing(email). Only the “primary contact” listed above may submit changes, request a refund or cancellation requests.
 - Envision Salon will send a confirmation email in response to confirm. If you do not receive a confirmation email within **2 business days**, please contact us via phone immediately.
- ❖ Cancellations made 30 days or more prior to the wedding date will receive an **80% refund** of the deposit made.
- ❖ Cancellations made less than 30 days prior to the wedding date are **non-refundable**.
- ❖ Change requests are allowed up until 30 days prior to the wedding date.
 - Removal of a service of any sort will be non-refundable; pricing will not change.
 - Adding any service within the 30 day window before the wedding will result in price and 1/2. *Example: original price \$100, last minute add-on: \$150.*
- ❖ If any members of the wedding party are not on-site at least 15 minutes prior to their scheduled time, the stylist(s) can refuse the service. No price adjustments will be made.

I will inform my bridal party of all policies stated above. *Initial here*_____

(PLEASE PRINT FULL NAME)

I, _____, have read and fully understand all of the above terms and conditions. I agree to all policies and consent to them as stated.

SIGNATURE

DATE:_____

CREDIT CARD INFORMATION

As stated above in the contract, Envision Salon requires a credit card to be on file for the deposit, final payment and any additional charges. After your card is in the system, this page will be destroyed. You also have the option to call or come into the salon to add your card into the system.

CARD NUMBER:	CODE:
EXPIRATION DATE:	SIGNATURE:

Thank you for choosing Envision Salon for your wedding hair/makeup needs!