

## 2017 Bridal Service Contract with Jennifer Cook

Congratulations on your engagement! Thank you for choosing me to help celebrate your special day. I understand all of the hard work and meticulous planning that goes into making your day a true success. I also know that the way you look and feel on that day is directly related to your beauty experiences prior to the big event. I have taken care of many beautiful brides and their bridal parties, and as a result I know exactly which questions to ask to get you organized. Please complete the form to the best of your knowledge right now, I will fill in the rest and email you a copy and invoice. You can email it to me at [hairbyjenniferky@gmail.com](mailto:hairbyjenniferky@gmail.com), bring it with you to your consultation or mail it to:

Hair Bar  
ATTN: Jennifer Cook  
12689 Shelbyville Rd.  
Studio 16  
Louisville, Ky. 40243

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

Phone: \_\_\_\_\_ (please list best number to reach you at.)

Email: \_\_\_\_\_

How did you find me? \_\_\_\_\_

Best way to contact you?  PHONE  EMAIL  TEXT

Local contact and phone (if bride is from out of town): \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_

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

What time are pictures? \_\_\_\_\_

# of people getting hair done: \_\_\_\_\_

Location for services:  IN SALON  OFF SITE

Address: \_\_\_\_\_

Names of bridal party interested in getting hair done:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**1. Complimentary Consultation:** Here we will discuss your hair needs and schedule both a practice run and wedding day services. Our contract and cancellation policies will be reviewed and a credit card deposit for all services will be collected. Since summer weekend dates are always in short supply, I recommend you book your wedding services at least 4 months in advance. Your wedding will not be booked until I have a signed contract and deposit.

**2. Trial Run for the Bride:** This should be scheduled 2 to 4 weeks prior to your wedding. Bring everything you'll wear on your big day, such as your veil, jewelry, and so on. At this appointment we will also review and finalize your number of attendants getting their hair done.

**Bridal Hair trial: \$65.00**

**Trial Appointment scheduled for:** \_\_\_\_\_

**Styling notes:** (for Jennifer)

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**3. Wedding Day Hair:** I'll recreate the look we achieved during your practice run. Please remember that everyone in your wedding party is welcome to join us for services on your wedding day.

Service	Cost	Number of People	Total
Bride Up-do:	\$85	_____	\$_____
Bridal Party	\$65	_____	\$_____
Mother Style:	\$40	_____	\$_____
Flowergirls:	\$25	_____	\$_____

**Total for wedding day hair: \$**\_\_\_\_\_

**4. Offsite Travel Fees:** I am happy to come to your wedding venue and perform my services there. I have found that for most brides this is a more relaxing and calm environment. Travel fees are in addition to my regular service costs. From the salon, it is \$.50/mile roundtrip with a \$10 minimum.

**Off site address**\_\_\_\_\_

**Total mileage from salon** \_\_\_\_\_ **Total travel fee \$**\_\_\_\_\_

**5. Late Booking Fee:** Weddings booked within 14 days of event date will be subject to a late fee of \$15 per person.

**6. Additional Stylists:** If you have a wedding party of 6+ or limited time in which you can get ready, an additional stylist or assistant may be needed. There is no extra fee associated with this, and that stylist prices are the same as mine that are stated above.

**7. Extensions:** If you desire a longer or fuller style than your natural hair can give you, I can add temporary extensions to your hair to help create the look you want. These extensions will only be pinned in for the day- no glue or bonds, so they will not damage your hair. We will color match them either at your consultation or trial. If anyone else in the wedding party would like to add extensions, she will need to come into the salon prior to the wedding so I can color match her hair. The cost of extensions is \$40/ per person.

**8. Wedding Packages:** I want to make sure your hair is in the absolute best condition for your wedding day! Take advantage of these additional perks:

- For every bride - 25% off 1 haircut prior to wedding, 10% off products
- 4+ people booked total- 25% off 1 color service and cut or 2 haircuts for bride prior to wedding
- 8+ people booked- 25% off 1 color and cut for bride and one other person in party prior to wedding

**9. Deposit:** As part of our Wedding Agreement, I require a deposit to reserve these appointments. The deposit is \$150 and is required to reserve me for the wedding date. This deposit pays for the bride's trial run and wedding day hair in full and will not be refunded if the appointment is cancelled less than 30 days before. Deposits can be made by cash, check or credit card. If you would like to pay by credit card, I can email you an invoice and it can all be done online.

**Deposit to be paid:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_ **Form of Payment:** \_\_\_\_\_

**Total for all services after deposit:** \$ \_\_\_\_\_ (Excluding travel fee)

### **Cancellation Policy**

I do ask that should there be a need to adjust or cancel any of the appointments that all changes are made 1 week prior to the date of the appointment. If changes or cancellations are made with less than 1 week notice, you will still be responsible for the full amount stated above. Please note, I accept cash, credit cards (MC, VISA, DISCOVER, AMERICAN EXPRESS) and check as payment for your bridal services.

I, \_\_\_\_\_, agree to the scheduled appointment times given on the attached intake forms, and the price listed above. I understand and agree to the deposit of \$ \_\_\_\_\_ at this time to secure the appointments. I consent to having the deposit processed 30 days (or more) prior to the event date. I agree to pay the full balance due on the day of the event. I understand that the deposit will not be refunded upon cancellation unless 30 days' notice is given to me. Changes to the bridal party total can be made up to 1 week in advanced. **After that, I understand that I am responsible for the total amount listed above and that no refund will be given for members of the wedding party who miss their appointment or change their mind on the day of the event.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Jennifer Cook: \_\_\_\_\_ Date: \_\_\_\_\_

## **Important Information for your Bridal Service** (keep this page!)

To help us serve you better and ensure that your wedding day runs smoothly, we ask that you and your wedding please follow these simple guidelines:

- Please arrive with clean, dry hair to help the hold of your hairstyle. An additional fee may apply if you request a wash and blow dry or straightening.
- During your trial run, please bring everything you will wear on your wedding day so you can get a feel for the whole look: veil, jewelry, any hair pieces or accessories, etc.
- Please do not hesitate to bring pictures of different hairstyles that you are interested in for us to look at and discuss together to find the best style for you. Also bring a picture of your wedding dress.
- On the day of your wedding, if we are performing your services at the salon, you are invited to bring in any drinks or food that you feel will make your day more special. We do offer complimentary coffee, water, soft drinks, wine and mimosas, but you may feel free to bring in a more personalized selection.
- Most importantly, please be on time for your wedding day appointment. Even starting 15 minutes late will put everyone behind and we don't want you to be late for your special day!

Once again, thank you for choosing me to share in your special day. Please do not hesitate to contact me at the salon by calling (502)550-3650 if you have any questions or concerns.

Jennifer Cook