

## 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 your 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:

### Town & Campus' General Bridal Information:

- In salon Bridal/Special Occasion styles cost \$55.00 per attendant
- Travel/Off-Site (within 10 miles), Holiday or Sunday Bridal parties are an additional \$15 fee totaling \$70.00 per attendant
- Additional Travel details include the following:
  - Travel/Off-Site farther than 10 miles add an additional \$1.50 per mile per stylist
  - Example: Distance is 12 miles from the salon, 2 stylist @ \$70.00 + \$1.50 + \$1.50 = \$73.00 per attendant per stylist
- A 50%, **\*non-refundable deposit** is required upon booking your appointments; this can be secured with a check or a credit card
- We will gladly provide a breakfast/brunch for a 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 15 days prior to your bridal appointment.
- To eliminate all miscommunications, once we secure your Bridal Contract, please notify Kathy, in writing only, of any changes you may need to your scheduled appointments. Verbal communication is not advised. Written ensures your wishes are clear.
- Please note that we do not automatically include any gratuity into our price
- Due to the fact that all styles are pre-paid we simply ask that any gratuities be given as cash

**\*non-refundable deposit** occurs because we are reserving our stylist exclusively for your Bridal Party

## Special Instructions for the Bride & your 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 added
  - If a shampoo is necessary for a selected style we will gladly shampoo 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 loosely fitted or button-down shirt. It ensures the professional look you are looking for
- 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..., you need for your hair ... 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:

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

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.

**\*\*If you have any further questions or concerns please contact me at any time. And remember that if any changes need to be made once you've received your Letter of Confirmation, they must be submitted in **writing only**.**

**Payment by Credit Card Information:**

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:

We only accept Visa, MasterCard & Discover

**Payment by Credit Card Information Cont':**

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

3-digit security code on the back:

Expiration date:

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

**Payment by Check Information:**

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

**\*\*Bridal Party Cancellation Policy:**

In the event that you make any cancellations to your schedule, less than 48 hours prior to your Wedding Day; you will be held responsible to pay the remaining balance of the service(s) according to the signed contract.

**Details of the Remaining Balance:**

We require the remaining balance be paid 48 hours prior to your wedding day

**Finalizing the Contract:**

I have read, understand and agree to the terms of this contract.

I understand that a 50% deposit of the total cost of my entire bridal party is required, by check or credit card, upon submission of this document.

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

Town & Campus Hair Care, Inc.

8 Carlisle Street

Gettysburg, Pa. 17325

(717) 334-2904

[kathy@townandcampushaircare.com](mailto:kathy@townandcampushaircare.com)

**Alternate Contact:**

Noel Walden