

Dear Bride,

By now you most likely have everything pretty well situated for your big day! You are ready to firm up all your salon appointments and we are ready to assist! Please complete and return a copy of our Bridal Contract & short Questionnaire so we can begin the scheduling process!

Bridal Information:

Bride's Name:

Bride's Phone Number:

Cell:

Home:

Work:

Bride's Mailing Address:

Bride's Email Address:

Size of Bridal Party (including yourself):

Wedding Date & Time:

Time you need to Leave the Salon?

Booked by & Date: (Salon will fill-out)

Town & Campus General Bridal Information:

- Bridal/Special Occasion Styles begin at \$45.00 per attendant.
- Travel/Off-Site Bridal parties require additional cost:
Bridal/Special Occasion Styles – within a 10 mile radius - begin at \$60.00 per attendant.
For a distance farther than 10 miles please add \$1.50 per mile per stylist.
Ex. 12 miles from the salon, 2 stylist is \$60.00 + 1.50 + 1.50 = \$63.00 per attendant per stylist.
- Please note that the cost of the Bridal/Special Occasion Styles does not include any gratuities for the stylist.
- A ***Non-Refundable Deposit of 50%** per attendant will be required upon booking your appointments; this can be secured by a check or a credit card.
*Additional information below
- For a charge of \$25.00 (in addition to the cost of the items), we are available to provide anything extra you may want to have during your visit with us! Please submit the information to us at least 30 days prior to your Wedding day.
- Please notify Kathy or Greg, in writing only, 30 days prior to your Wedding day, of any changes to your scheduled appointment to eliminate all miscommunications.

Special Instructions for the Bride & the Bridal Party:

Please . . .

- Do not shampoo your hair the same day as your appointment. The hair must be dry.
- If the hair is damp additional fees may be added. If a shampoo is necessary for your selected style or hair type it will be done at the salon by the stylist.
- It is essential that all of your attendants arrive 5 minutes prior to their scheduled appointment time. If an attendant arrives more than 10 minutes late they may not be able to receive their scheduled service.
- Wear a loosely fitted or button down shirt.
- Arrive to the appointment with an idea of the look you would like our stylist to achieve.
- Be sure to bring all the accessories you need for your hair. Such as a tiara, veil, flowers for your attendants etc We have a limited supply of special occasion hair accessories available for purchase.

***Non-Refundable Deposit Information:**

Because we are reserving our stylists exclusively for your Bridal Party we collect a 50% Non-Refundable Deposit at the time of scheduling.

We recommend payment of the remaining 50% prior to your Wedding Day:

To keep things flowing smoothly, we suggest that you take care of the remaining balance 48 hours prior to your Wedding day. With the different scenario's we have experienced it truly works out much better to eliminate the confusion of the remaining attendant's balance ahead of time.

Please consider ...

Because the styles are pre-paid we simply ask that any gratuities please be given as cash.

Payment by Credit Card Information:

If you are securing your 50% deposit with a Credit Card please fill in the following information:

***We accept:**

Visa:

Master Card:

***Name as it Appears on the Credit Card:**

***Credit Card 16 digit Number:**

***Credit Card 3 digit Security Code on Back of Card:**

***Expiration Date:**

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

***Signature:** _____

(to be signed in person at the salon)

However, if you are reluctant to email your Credit Card information, simply call the salon at 717-334-2904 and we can receive the information over the phone instead.

Payment by Check Information:

If you are securing your 50% deposit with a check, please fill in the check number #_____ and the date you wrote the check _____.

Please List the Bridal Party Information:

Name Of Bridal Attendant:	Title: Maid of Honor, Bride's Maid, etc.	Length of Hair: Long, Medium or Short	Texture of Hair: Curly, Straight, Fine, Thick
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

****Bridal Party Cancellation Information:**

In the event that an appointment(s) is cancelled **less than 48 hours prior** to your scheduled appointment(s); you will be held responsible for the remaining cost of the service(s) per the contract and will be charged accordingly.

After this information is submitted we will schedule all the necessary appointments. Then you will be sent a **Letter of Confirmation** which provides you with the 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 if you need any changes to submit them in writing only.

Finalizing the Contract:

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

I understand that a deposit payment of 50% of my Bridal Party total is required, by credit card or check, upon submission of this document.

*****Please note that all the Signature requirements below will be signed in person.**

Bride's Signature:

Deposit Amount:

Balance Remaining:

Date Signed:

Date Collected:

Date Due:

This contract is being executed by the undersigned with a full understanding that the undersigned agrees to adhere to all guidelines set by Town& Campus Hair Care, Inc. in the above contract.

Signed by Salon Representative:

Date Signed:

On behalf of the staff at Town and 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 Fouchie

Salon Manager

Town and Campus Hair Care, Inc.

8 Carlisle Street

Gettysburg, Pa. 17325

(717) 334-2904

kathy@townandcampushaircare.com

Alternate contact:

Noel Walden

717-334-2904