

# *HOW TO USE THESE FORM TEMPLATES*

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HELLO! THESE FORM TEMPLATES ARE HERE TO HELP YOU CREATE YOUR OWN INTAKE FORMS AND INFORMED CONSENTS FOR YOUR PERMANENT MAKEUP BUSINESS. PLEASE KEEP THE FOLLOWING IN MIND:

THIS IS A “VIEW ONLY” FILE. TO EDIT, SIMPLY CREATE YOUR OWN COPY IN CANVA (FILE > MAKE A COPY).

CUSTOMIZE THE TEMPLATES WITH YOUR BRANDING: COLORS, LOGO, AND LANGUAGE THAT SUITS YOUR STUDIO'S VIBE.

REVIEW EACH SECTION CAREFULLY TO ENSURE IT ALIGNS WITH YOUR SPECIFIC BUSINESS POLICIES AND PROCEDURES.

WE'RE HERE TO PROVIDE THESE TEMPLATES, BUT WE CAN'T TAKE RESPONSIBILITY FOR ANY ISSUES THAT MAY ARISE FROM THEIR USE. PLEASE ENSURE THAT YOUR FORMS COMPLY WITH LOCAL LAWS AND REGULATIONS.

BY USING THESE TEMPLATES, YOU AGREE TO TAILOR THEM FOR YOUR UNIQUE NEEDS.

**ENJOY CREATING!**

YOUR  
LOGO  
HERE

# CANCELATION

## *policy form*

We are dedicated to offering our clients high-quality service, and to do so, we've implemented a 24-hour cancellation policy for all appointments.

### **Rescheduling or Canceling Appointments**

We understand that life can be unpredictable, and plans sometimes change. If you need to cancel or reschedule your appointment, we ask that you provide at least 48 hours' notice. This courtesy helps us offer your appointment time to other clients waiting for a spot.

### **Late Cancellations & No-Shows**

- Less than 48 hours' notice: If you reschedule or cancel within 48 hours of your appointment, you'll be charged a fee of \_\_\_\_\_ based on the service cost.
- No-shows: If you miss your appointment without any prior notice, a fee of \_\_\_\_\_ will be charged.

### **Late Arrivals**

We value your time and aim to provide the best service within your booked time. If you arrive late:

- We may need to adjust the service length to stay on schedule, but you will still be charged for the originally booked service.
- If you are more than 15 minutes late and we are unable to perform the service, we will need to reschedule your appointment and your deposit will be forfeited.

Thank you for helping us honor every client's time. By following this policy, we can provide all of our clients with quality service and our Cosmetic Professional with an organized schedule.

**I have read and understand the cancellation policy. I agree to provide at least 48 hours' notice if I need to reschedule or cancel my appointment. If I do not, I agree to be charged the appropriate cancellation fee.**

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Client Printed Name

.....  
Clients Signature

.....  
Date

.....  
Cosmetic Professional Name

.....  
Cosmetic Professional Signature

.....  
Date

BEAUTY BUSINESS NAME

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