

# J. Russell!

## The Salon

Haircare • Skincare • Nailcare • Makeup Services

### J. Russell Wedding Party Policies and Procedures

We appreciate your giving us 48 hours notice of cancellation. We regret that we must bill parties for 50% of the charge for scheduled services if appointments are not cancelled at least 24 hours prior to the time reserved. For this reason, you must provide us with an active credit card number before final appointment confirmations. We will send you a copy of your tentative itinerary, but will not confirm the appointments until the credit card number has been received.

For all parties of 5 or more, one person needs to be responsible for the entire bill as it will not be split up into individual bills. There will also be a 20% gratuity added upon services rendered.

Late Arrivals: We understand that your wedding day is very hectic, but ask that you please be here on time. If any of your party is late, your appointment times may be reduced in order to finish on time for our next scheduled appointments. The fee for these services will remain the same.

All parties will receive an itinerary including the service, time and operator for all party members. Please be advised that operators are subject to change, without notice, due to unexpected circumstances.

Credit Cards Accepted: American Express, MasterCard, and Visa

On the day of your appointments we accept all of the above, plus cash or check.

A delightful light buffet or boxed lunch is available to everyone upon request. Please ask 24 hours ahead of your scheduled time for the menu and prices to make arrangements.

I agree to the terms and policies of this contract.

**(Please print and fill out this form. Scan and email back to: jrbeauty84@aol.com, or fax to: 1(760)773.4756.)**

Name: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Location of Services (on site OR in the salon): \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (mm/yyyy) Validate #: \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ Day Time ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_

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

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