

# Scott Talbot Salonspa



Canton salon: 4080 Fulton Drive, Canton Ohio 44718 330-494-2030

Akron/Green salon: 1041 E. Turkeyfoot Lake Rd. Akron, Ohio 44312 330-896-3476

*Congratulations!* We are grateful that you have chosen Scott Talbot Salonspa and are honored to be a part of your special day! We are a full-service salon and spa and want to work with you to ensure that everything is seamless on your wedding day. We offer a full menu of services to help you prepare -- from updos, makeup applications, manicures, pedicures, skin services including facials and full-body waxing, and massages. We look forward to working with you so that you feel your very best on your special day!

Before coming in to sign your contract, please note that the following information will be needed to secure your date. Having as much information as possible will help us make the day run smoothly so you can relax and enjoy getting ready.

Please provide the information below for your wedding party's services:

SALON COORDINATOR \_\_\_\_\_

PARTY ORGANIZER \_\_\_\_\_

EVENT DATE \_\_\_\_\_

BRIDES NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

Please list your bridesmaids, mothers (bride and groom), flower girls, etc. that will receive services the day of. Please **LIST ALL** the services they will be getting done: Hair and/or make-up • If getting make-up done, please include whether that individual wants to have temporary lashes applied. Please note there is an additional cost (\$28) for temporary lashes, and we need to allot extra time for the application. If we do not prepare for extra time, the makeup artist may not have the extra time to apply them.

**BRIDE:** \_\_\_\_\_ **SERVICES:** \_\_\_\_\_ **Dep Pd**

**BRIDESMAIDS:** \_\_\_\_\_ **SERVICES: UPDO-STYLE-MAKEUP-LASHES** **Dep Pd**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**FLOWER GIRLS:** \_\_\_\_\_ **Dep Pd**

_____	_____	_____
_____	_____	_____

**MOTHERS / SIGNIFICANT PERSONS:** \_\_\_\_\_ **Dep Pd**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

• Time Restrictions: What time does the party need to depart the salon? \_\_\_\_\_

You will receive a copy of the schedule **VIA EMAIL TO CONFIRM APPOINTMENS ONCE ALL DEPOSITS ARE MADE.**

## WEDDING POLICY

- **Deposit:**

We do require a deposit for half of the service fee for each individual. These deposits will be applied to their final total the day of the event. These deposits allow us to secure the date for each individual coming in. **ONCE THE DEPOSITS ARE MADE ALL APPOINTMENTS WILL BE BOOKED AND CONFIRMED VIA EMAIL.** If a deposit is not made, we cannot promise there will be appointments available the day of. Deposits are due no later than two weeks after booking your date, \_\_\_\_\_ (Due Date)

**PLEASE NOTE, APPOINTMENTS WILL NOT BE SCHEDULED UNTIL THE DEPOSITS ARE PAID**

\_\_\_\_\_ **PLEASE INITIAL THAT YOU HAVE READ AND UNDERSTAND.**

***Deposits will be forfeited for any appointments not used.***

- Pricing: Special occasion updos or styles start at \$61- 69 and up (price may increase if hairpieces, unusual accessories, extremely long hair or additional time is required) a quote can be secured at a consultation with your stylist.

Makeup applications start at \$43.00 (temporary lashes-additional \$28)

Bridal makeup applications start at \$58 (temporary Lashes- additional \$28)

Please note: make-up and hair trials are not included in the pricing above but are highly-recommended. Your deposit may not be used for a trial service.

See our complete pricing list at [www.scotttbotssalonspa.com](http://www.scotttbotssalonspa.com)

### ***PLEASE ARRIVE 15 MINUTES BEFORE YOUR APPOINTMENT***

WE CANNOT GUARANTEE APPOINTMENTS FOR THOSE WHO ARRIVE MORE THAT 15 MINUTES LATE ON THE DAY OF THE EVENT. AND WHILE WE WILL TRY OUR BEST TO ACCOMMODATE THE LATE-COMERS, IF WE ARE UNABLE TO DO THE SERVICES, THE DEPOSIT WILL BE FORFEITED.

OUR CANCELLATION POLICY FOR BRIDAL PARTIES IS ONE WEEK, MEANING SEVEN DAYS. PLEASE FINALIZE ALL APPOINTMENTS AT LEAST ONE WEEK PRIOR TO YOUR WEDDING DAY. THE DEPOSITS WILL BE FORFEITED FOR ANY APPOINTMENTS NOT USED.

***I AGREE TO THE THESE TERMS FOR MY EVENT (PLEASE SIGN AND DATE)***

SIGNATURE \_\_\_\_\_

BRIDE'S NAME \_\_\_\_\_

EVENT DATE \_\_\_\_\_

BRIDE'S ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

WILL THE BRIDE PAY THE TOTAL DEPOSIT FOR THE PARTY OR WILL THE BRIDEMAIDS CALL IN INDIVIDUALLY TO PAY THEIR DEPOSIT? \_\_\_\_\_

If the bride is paying for all the deposits, do you want the money applied to each account or the whole deposit on your account? \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ DISCOVER \_\_\_ CHECK \_\_\_ CASH \_\_\_

AMOUNT ON DEPOSIT IF BRIDE PAYING \$ \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

EMAIL \_\_\_\_\_

Additional notes:

If you have any questions, please call us at any time or we can arrange a time to discuss your party when you come in to DELIVER YOUR SIGNED AGREEMENT. We look forward to working with you!

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**OFFICE USE ONLY**

Booking coordinator initial each area when it is completed:

Paperwork has been filled out and signed \_\_\_\_\_

All deposits have been made \_\_\_\_\_

All appointments have been scheduled \_\_\_\_\_

Explained gift registry & gave shower cards \_\_\_\_\_

Email confirmation has been sent \_\_\_\_\_

