

Dear Studio 890 Guest,

Congratulations and thank you for choosing the Studio 890 Salons to provide your beauty appointments on your special day. As your wedding coordinator, I will be sure all of your arrangements are well taken care of.

Enclosed you will find the following forms and information:

- A "Short List", of our most popular wedding day services and pricing
- Our Hair Care Brochure and our Nails, Skin and Body Brochure
- A "Wedding Information Form"
- "Wedding Appointment Planners", which will provide us with your wedding party's individual particulars and their appointment requests

We request that you fill out the enclosed forms completely and return this information to us as soon as possible. We only accept a limited number of weddings per day and we want to be sure to include you as one of them. Upon completion, please return this information to my attention by fax, mail, or you may drop it off at our salon's front desk.

After processing this information, we will provide you with a complete report of your reservations for your review.

- Upon your approval, we require a 50% deposit to reserve these appointments.
- The remaining balance will be due (1) month prior to the wedding day.
- Payments are to be from (1) source. Either one check or one charge card.
- Separate individual checks or charges are not accepted.
- If you choose to leave a gratuity that can be taken care of on the day of your services.

Please be sure to plan your appointments very carefully for this deposit is NON-REFUNDABLE. If anyone in your wedding party should decide to cancel any or all of their appointments, the deposit for these reservations WILL NOT BE REFUNDED and CANNOT BE TRANSFERRED TO OTHER ATTENDEES OR SERVICES. This time is set aside for you exclusively, and will limit the availability of appointments for other clients and bridal party requests. Therefore, your deposit guarantees us of your commitment, as well as ours to your special day.

\*Please note: It is important for the attendees to anticipate and post on the Wedding Planner the length they expect their hair to be at the time of the wedding. Appointment times and styling needs are planned for based on these factors. If length is longer than originally listed, there will be an additional \$20.00 charged on the day of the wedding to accommodate adjustments.

This is also an excellent time to schedule facials, manicure and pedicure appointments for that elegant finishing touch. If you are planning on any trial style and make-up appointments, this would also be a good time to do so. Brides often want to experience an air brush make-up application prior to the wedding day.

In the event any additions are necessary and we have the availability, they must be made prior to your final payment. As your wedding coordinator, I am available to assist you in every detail during the business hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. If you should have any further questions or have details you would like to discuss, please do not hesitate to contact me.

Sincerely,

Emily Riley  
Wedding Coordinator

I have read the enclosed information and agree to all of the Studio 890 Salon's wedding policies, terms and conditions.

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

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

**(NOTE: Please return signed, along with Wedding Form the Wedding Planners)**



STUDIO 890

SALONS

Corporate Office • 890 Elm Grove Road • P.O. Box 579 • Elm Grove, Wisconsin 53122 • (262) 785-2890 • Fax (262) 785-2891

## WEDDING FORM

Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Wedding Date: \_\_\_\_\_  
 Start Time Preferred: \_\_\_\_\_  
 Need To Be Out By: \_\_\_\_\_  
 Salon Location: Elm Grove or Brookfield  
 (Circle one)

Names: (First/Last)	Position or Relationship to Bride:	Specific Length of Hair: Short= Chin + Up \$40 Medium= Shoulders + Up \$50 Long= Below Shoulders \$55+ Extra Long= Mid Back + Past \$65+ Bridal Style \$85+	Requested Stylist:	Hair Trial Appt. Day/Time:	Nail Appointments		Make-Up Appointments		False Lashes \$15 Yes/ No
					Mani. \$26 Shellac \$40 Appt.(s)	Pedi. \$47 Full Set \$75 Day/Time:	Trial Appt. Day/Time:	Day of Wedding: Yes/No	

\*\*\* Please Note- There will be a \$20.00 Upcharge to ANY wedding attendees with Hair Lengths Longer on day of appointments, then previously filled out!

