

Dear Studio, 890 Guest,

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

Enclosed you will find the following forms and information:

- 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 Email, 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.

- Service fee of \$100.00
- We require a 50% deposit to reserve these appointments.
- The remaining balance will be due (1) month prior to the wedding day.
- We except cash, check or charge card (Visa, Mastercard, or Discover)
- A 20% gratuity will be added to the total service amount.

Please be sure to plan your appointments very carefully, this deposit is NON-REFUNDABLE. If anyone in your wedding party should decide to cancel any or all 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 your commitment, as well as ours, to your special day.

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 from 9:00 a.m. to 5:00 p.m., Monday through Friday. If you should have any further questions or have any details you would like to discuss, please do not hesitate to contact me.

Sincerely,

Katrina Johnson
Wedding Coordinator

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

Date: _____

Signature: _____

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