

2020 Bridal Service Contract with Amanda Ignas

Congratulations on your engagement! Thank you for choosing me to help celebrate your special day. I understand all of the hard work and meticulous planning that goes into making your day a true success. I also know, the way you look and feel on that day is directly related to your beauty experiences prior to the big event. I have taken care of many beautiful brides and their bridal parties, and as a result; I know exactly which questions to ask to get you organized.

In this package, you will find a bridal intake form and service contract, as well as a list of services that will ensure you are a radiant bride on your big day. Please complete the form to the best of your knowledge right now, I will fill in the rest and email you a copy. You may email it to me at amandaignas@gmail.com or bring it with you to your consultation.

*When scheduling your consultation, be sure to bring up any questions I can answer for you.

Intake Form

Bride & Groom's Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ (please list best number to reach you at.)

Email _____

How did you find me? _____

Best way to contact you? PHONE EMAIL TEXT

Wedding Planner/or local contact _____ Phone _____

Wedding Date _____ Wedding Time _____

Wedding Location _____

Location for services & Address _____

*Travel fees may apply (more details can be found in section 4)

Will you be getting your makeup done? YES NO

Photographer _____ Phone _____

Pictures prior to wedding? YES NO If yes, what time? _____

Names of bridal party interested in getting hair done:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

1. Complimentary Consultation: Here we will discuss your hair needs and schedule both a practice run and wedding day services. Our contract and cancellation policies will be reviewed, and a CC of your choice will be added to your file. Since summer weekend dates are always in short supply, I recommend you book your wedding services at least 6 months in advance. Your wedding will not be booked until your file is up-to-date, meaning; I must have a signed contract and valid card information.

2. Trial Run for the Bride: I recommend for this to be scheduled 2 to 4 weeks prior to your wedding. Bring everything you'll wear on your big day, such as your veil, jewelry, and/or hair pieces. I welcome and encourage you to bring any inspiration pictures of hairstyles you like. At this appointment, we will also review and finalize the number of attendants getting their hair done.

Bridal Hair Trial: \$60

Trial Appointment scheduled for _____

Styling notes: (for Amanda)

3. Wedding Day Hair: I'll recreate the look we achieved during your practice run. Please remember that everyone in your wedding party is welcome to join us for services on your wedding day!

Service	Cost	Number of People	Total
Bride Up-do	\$100		
Bridal Party	\$75		
Flowergirls	\$40		

Total for wedding day hair \$ _____

4. Off-site Travel Fee: (if applicable)

under 50 miles round trip: no travel fee required

over 50 miles round trip: \$20.00

Off-site address _____

Total mileage _____ Total travel fee \$ _____

5. Additional Stylists: If you have a wedding party of 8+ or limited time in which you can get ready, an additional stylist or assistant from my team may be needed. The need for one will be discussed and determined at your consultation.

Extra stylist needed? YES NO

6. Clip-In Extensions: If you desire a longer or fuller style than your natural hair can't give you, I can add clip-in extensions to your hair to help create the look you want. This option also applies to anyone in the wedding party. All extensions must be purchased beforehand; I am happy to give recommendations on extension brands and color matching to anyone who wishes to purchase new extensions for the wedding. Please do not forget to bring your extensions with you to your trial and on the morning of your wedding day.

Extensions How many people? _____

7. Extra Styles: If you would like to change styles between the ceremony and reception, or would like me to stay and assist with the changing of veils, hairpieces, etc, I am able to do that at an hourly rate of \$15 hour. Hourly rate starts once all initial agreed upon styles are finished.

Extra styles: □ How many hours? _____ Total \$ _____

Total for all services & fees after deposit \$ _____

I, _____, agree to the scheduled appointment times given on the attached intake forms, and the price listed above. In addition, I understand that I am responsible for the total amount listed above and that no refund will be given for members of the wedding party who miss their appointment or change their mind on the day of the event.

Signature _____ Date _____

Amanda Ignas _____ Date _____

I will coordinate with your makeup artist and create an appointment schedule for the morning of your wedding. It will include the name of each member of the bridal party getting their hair and makeup done and the time they are scheduled to receive their hair and makeup services. This time will ensure that everyone's hair and makeup services are received and ensure that the morning runs smoothly.

Bridal Agreement Terms and Conditions

Securing Appointment Date

Your appointment date(s) and service(s) will be secured when the signed contract has been received, and a Credit Card has been put on your file. All bookings for weddings are made on a "first-come-first-served" basis. No dates will be guaranteed without a signed contract and CC.

Pre-wedding Payment Information & Credit Card on File

As part of our Wedding Agreement, credit card information is required for wedding appointments to be booked and/or reserved. The purpose of this policy is out of respect for stylists and other clients. You will be contacted before anything is charged to this card. Your comfort is my first priority, so please feel free to contact me at any time with any questions or concerns you may have in regard to your wedding appointments.

*CC information is securely stored in a PCI compliant security system, this restricts physical access to cardholder data

Payment

Balance is due the day of service. Prices are subject to change as attendants needs change or as services are added or upgraded. Prices do not include gratuity. The card on file can be used if that is your preferred method of payment. I also accept, CASH, CHECK, MASTERCARD, VISA, and DISCOVER

Signature _____

I do ask that should there be a need to adjust or cancel any of the appointments that all changes are made 7 days prior to

Contract/Appointment Changes

All agreements will be made in writing. The 'Bridal Agreement Terms and Conditions' with the 'Bridal Contract' must be returned to me (Amanda Ignas). I will email you a copy of the services and times for any services booked. I ask that any changes or additions to wedding party services after the contract is signed be submitted by email to:

amandaignas@gmail.com . Charges for guests requiring additional services must be paid in full on the day of service.

Cancellations

If changes or cancellations are made with less than 7 days notice, the entire cost of cancelled services will be placed on the credit card I have on file unless prior arrangements are made.

. *Any requested changes or cancellations must be submitted in writing or via email, to be confirmed and acknowledged by me (Amanda Ignas). You may email any changes or requests to amandaignas@gmail.com .

*Cancellations due to emergencies are considered on a case-by-case basis.

Late Arrivals

If the wedding party is more than thirty (30) minutes late the party will be charged an additional \$10.00 late fee for each guest serviced. Tardiness results in scheduling and service conflicts for you and other clients following your appointment(s). If a wedding party is late for the scheduled service appointment time(s) and notifies us of a new arrival time, I cannot guarantee that I will be able to accommodate the new arrival time. If the scope of the original contract cannot be fulfilled due to client's tardiness, services may be reduced; however, clients are liable for the original contracted amount.

*If a wedding party is more than one (1) hour late without making contact with us, the assumption is that the client is a no-show. This results in the client being charged for the full contracted amount.

I apologize for any inconvenience but I must follow this policy out of respect for myself, additional stylists, and other clients.

I have read, understand and agree to the terms of this contract

Bridal Signature _____ Date _____

Important Information for your Bridal Service (keep this page!)

To help us serve you better and ensure that your wedding day runs smoothly, we ask that you and your wedding please follow these simple guidelines:

- Please arrive with clean, dry hair to help the hold of your hairstyle.
- During your trial run, please bring everything you will wear on your wedding day so you can get a feel for the whole look: veil, jewelry, any hair pieces or accessories, etc.
- Please do not hesitate to bring pictures of different hairstyles that you are interested in for us to look at and discuss together to find the best style for you. Also bring a picture of your wedding dress.
- Most importantly, please be on time for your wedding day appointment. Even starting 15 minutes late will put everyone behind and we don't want you to be late for your special day!

Once again, thank you for choosing me to share in your special day. Please do not hesitate to contact me by calling/texting (317) 755-6336 or emailing amandaignas@gmail.com. If you have any questions or concerns.

Best,
Amanda Ignas

