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For all wedding questions and inquiries please call Megan our Wedding Specialist at

 302-381-6304

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Please send all wedding contracts directly to Megan at [hairbymegan302@gmail.com](mailto:hairbymegan302@gmail.com)

*Dear Bride:*

*Congratulations on your engagement! We are honored that you have chosen Olive & Jules Hair Company to be a part of your special day. We require a few things in order to confirm your appointment date and time.*

*Please be aware that this is a contract that requires a valid credit card to reserve your appointment. A $100 deposit will be held to “Save the date”. No charges will be made to your credit card until services are performed. However, in the event that you must cancel your appointment less than 1 week (7 days) prior to the reserved wedding date, you will forfeit your deposit and your credit card will be charged $100. If a cancellation is made within five (5) days or less, your credit card will be charged for 50% of the cost of services.*

***Bridal Updo/Formal Styling TRIAL*** starts at $175  
Brides are strongly encouraged to schedule a trial run with their stylist prior to the event. Please

bring along any head piece, tiara, veil or photos to be used on your wedding day. Clients are asked to arrive with clean, dry hair. Styling trials are recommended to be scheduled no later than one month prior to wedding day.

***Bridal Updo/Formal Styling*** starts at $175  
Relax! We have planned for this special part of your big day. You know what to expect from the

trial run so just sit back and let us make your hair beautiful for your wedding day. Please allow at least one and a half hours for this service.

***Bridesmaid Updo*** starts at $125  
Please allow at least one hour for this service. Please inform your wedding coordinator if anyone if your party has exceptionally long hair to assist us in scheduling the appropriate time for your bridesmaid. Please provide a description of any special requirements such as special headpieces etc. Clients are asked to arrive with clean, dry hair. If hair is wet there will be additional charge to blow dry.

***Wedding Blow-Out*** starts at $50, If hair is not fully dry upon arrival, there will be a charge to fully dry hair in addition to styling.

***Make-Up Application***

We can refer freelance make-up artists for your day per your request.

Sarah Rowan 302-249-8075

Dani G MUA 856-524-1966

Clara Thompson 302-382-0091

for this service. Brides are strongly encouraged to schedule a trial run with their make-up artist prior to the event. Eyelash Extensions are usually an additional charge and must be requested in advance for availability.

***For the Groom & the Groomsmen***

Men’s barber cuts are available for $35. Please allow 30-45 minutes for this service. Clients are shampooed in our relaxing shampoo area and treated to cucumbers on the eyes, hand moisturizer with hot steamed towels and our renowned scalp massage.

***On-Site***

Onsite booking is available at a minimum of 5 people. Additional service charge based on travel time starting at $150 per stylist and will be adjusted based on length of travel. Please discuss these charges with your stylist prior to booking. 20 % gratuity will be automatically applied to all onsite weddings.

***Scheduling & Booking Appointments***

Advance booking is strongly encouraged so that we can accommodate all of your appointments and meet your desired scheduling. We understand that changes to your schedule are a part of the planning process and we will make every effort to accommodate these changes, subject to appointment availability. Your appointment date and services will be secured when the signed contract and deposit have been received. All bookings are made on a first come first serve basis. The reservation(s) will be canceled if payment and the signed contract are not received in a timely manner.

***Cancellation Policy***

**Any changes or cancellations must be made no later than 1 week before the date of the event.** Any cancellations on the service date will result in a full charge for the appointment. Appointment services and times cannot be changed on the day of the scheduled appointments. Doing so will result in the loss of the appointment and a full charge for the service will be incurred.

***Late Arrivals***

Tardiness results in scheduling and service conflicts for you and for other clients following your appointment(s). 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 amount. If any member of the wedding party is more than 30 minutes late, the assumption will be that the client is a “no-show.” This will result in the client forfeiting all deposits and your credit card will be charged 100% of the total services.

\* Wedding / Spa parties are not eligible for any other promotions, coupons or discounts on quoted prices.

***Payment & Deposit***

Payments can be made by Cash, Check, or any form of Credit or Debit card on the day of services.

I consent to having the deposit processed if I decide to cancel within 1 week prior to the wedding date. I understand that the deposit will not be refunded upon cancellation unless 7 days notice is provided. I understand that no refund will be given for members of the wedding party who miss their appointment on the day of the event.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tips for a flawless wedding day experience**

• Arrive with clean dry hair if hair is curly or frizzy hair must be straightened or precurled for updos or curls (discuss this with stylist during trial)

\*For optimal styling it is recommended brides come in for a blowout the evening before

• Arrive with a clean face for the best makeup application  
• Wear a button down shirt  
• Arrive 15 minutes before appointment time  
• Bring in pictures if there is a special style you’re looking for • Be sure to bring all hair accents, head pieces, etc.

*In order to expedite your booking, please complete the following form. Don’t hesitate to contact our wedding coordinator at 302-644-1000 if you have any questions. We look forward to working with you.*

Bride Information  
Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yr)  
In Salon\_\_\_\_\_ or Onsite\_\_\_\_\_  
If onsite what location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brides Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Preferred method/time to contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative Contact Name (if bride is from out of town)

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

Wedding Information  
Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Wedding Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Photo Time: \_\_\_\_\_\_\_\_\_\_\_  
Number in Wedding Party booked for salon services: \_\_\_\_\_\_\_\_\_\_\_

Bridal Services  
Bridal Services (circle all that apply): Practice Up-do Wedding Make-up Wedding Up-do Date of Practice Updo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Practice Make-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_  
Date of Wedding Updo: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

Members of Wedding Party and Exact Services Needed:  
First & Last Name Position in Party Services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is your preferred time of departure? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are there any special requests for this day? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

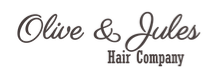
*Credit card Information: \_\_\_\_Visa \_\_\_\_MasterCard \_\_\_\_Discover \_\_\_\_\_Am. Express Name on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address associated with card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ex. Date: \_\_\_\_\_\_\_\_\_ 3 digit Security #: \_\_\_\_\_\_\_\_*

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*I have read, understand and agree to the terms of this contract. Deposit payment by credit card is due upon booking salon services for wedding day.*

Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yr)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date*



Megan at Olive + Jules

 302-381-6304

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