**Wedding Guide & Terms and Conditions**

**Please complete and return a copy of the following forms that provide the information necessary to schedule your services. We will contact you with the complete details and schedule within 48 hours of receiving this document.**

**Our policies are non-negotiable.**

**The Trichos Evolution**

**Mississauga, ON**

**Tel. 416-891-2526 FAX 905-123-4567**

**Contact Information**

Client Name (responsible party): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Local Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Instructions for day of the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION OF SERVICES: \_\_\_IN SALON**

**\_\_\_ON SITE (Only by special arrangement. Additional**

**charges will apply)**

**NAME OF ON SITE VENUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS OF ON SITE VENUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSTAL CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our Goal**

The Trichos Evolution will provide a full range of hair services for you to prepare for your wedding day. You and your wedding party are very important to us and we will make every effort to ensure your day is special. Your Wedding Coordinator will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. He/she will assist you in scheduling and planning your appointments and services within our salon. We strive to offer you the best service available and please do not hesitate to ask for assistance from any of our staff members.

In order to serve you in an efficient and thorough manner, we ask that you review the following terms and conditions. A copy of your agreement to the terms and conditions will be sent to you via email and 1 hard copy will be given to you, once the details of your required scheduling and services are confirmed with your wedding coordinator.

**Wedding Day Logistics**

On the wedding day, the hair will be done following a schedule. The bride must communicate the importance of being on time and properly prepared. Every person getting their hair done in an updo, half-up style, or curls must have their hair already blown dry unless otherwise discussed prior to the day of the wedding. The stylist will not allow time for a shampoo for on site location services. If such a case arises, the stylist will charge extra to shampoo (if time permits) or the service will be forfeited and the charge will still apply. The Bride must confirm and commit to the number of services stated on the Appointment Requests page. Charges will include all people stated on that page. The stylist needs a designated space to set up when on location. The bride is responsible for clearing an area before the stylist arrives. The stylist will need a work area with a chair near an outlet in a no walk-through traffic area. Good light and a mirror is a plus! If services cannot be performed due to insufficient work conditions or tardiness, all fees still apply. The hair stylist will not be held liable for any injuries that should arise while on location.

**Typical Services for You and Your Wedding Party**

The Trichos Evolution services incorporate an initial consultation to discuss all matters concerning the big day and experimenting with various options. For brides, we do require this trial run hair appointment before the wedding date, as it ensures perfection and timing to make sure you arrive on time for the big day. Please also note that all trial appointments are not complimentary. Additional charges may be required for services lasting longer than time scheduled. On the big day, don't underestimate everyone's needs to have professional hair to help ease timing, frustration and create perfection in front of your guests and the camera.

A style is considered up-do hair when any or all of the hair is pinned. If any member of your bridal party is scheduled for a shampoo/style, please be aware that we will not be able to accommodate any last minute up-do hair requests. Bridal hair pricing depends upon the style requested. The average bridal hair price is approximately $75. We also recommend wearing button-down shirts for up-do appointments.

*Helpful Hints*

 All bridal party members should come to their hair appointment with an idea of the look that they would like to achieve. Photos are especially helpful.

 All bridal party members should shampoo their hair the night before their scheduled service unless otherwise discussed prior to the day of the wedding. Up-dos/Styles tend to retain their look longer when the hair is not freshly shampooed.

 All bridal party members are advised to wear buttoned-down shirts

 Please feel free to bring refreshments (food, champagne, etc.)

**Bridal Service Menu and Price List**

Please find the descriptions of services most requested by the bride and groom as listed below. Our menu will provide a more detailed list of services that you may choose for your special day.

**Consultation Only:** Complementary.

*Bridal Trial Run Hair (required)* Starting at $40

We suggest a trial run for our Brides-to-be to create a vision of your most special day. Each hair style is invented for you and therefore there is no guarantee for an exact duplicate of photos referenced.

*Bridal Up-do and Formal Hair Styling:* Starting at $75.00

Please allow at least one hour for this service. Brides are encouraged to schedule a trial run with their stylist prior to the event. Please bring along any head piece, tiara, veil or any other items to be used on your wedding day. Your stylist will provide instructions as needed. Clients are asked to arrive with clean and dry hair.

*Bridesmaid, Maid of Honour, Mother of the Bride*/*Groom Up-do and Formal Hair Styling:* Starting at $65.00.

Please allow at least one hour for this service. Please inform your wedding coordinator if anyone in 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 or flowers. This information will allow us to schedule the appropriate time for each bridesmaid.

*Blow Dry and Hair Styling*: Starting at $40.00.

Please allow 45 minutes for this service. Clients are shampooed in our relaxing shampoo area and treated to cucumbers on the eyes, hand cream and our renowned scalp massage.

*Flower Girls under 13:* Starting at *$25*

*For the Groom and the Groomsmen: Starting at* $27.00

Please allow 45 minutes for this service. The men are treated to a haircut finished with a relaxing hot towel steam shave.

Any service(s) requiring hair extension installations and chemical services (ie. relaxer, highlights, etc.) will need to be serviced prior to the wedding day at an additional cost.

**Wedding Party Discount**

**There is a 10% off discount for parties of 6 or more** that are scheduled for the wedding day.

*Marketing Promotions and Discounts*: Wedding parties are not eligible for our marketing promotions and client discounts.

**Payment and Scheduling**

***Scheduling and Booking Appointments:***When scheduling your appointment(s), we need the bride's (or person responsible) full name, two phone numbers, and the wedding (or group gathering) date. To ensure that service providers are available, we book appointments one to three months in advance. 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. We require a full list of all wedding attendants (or guests) receiving services in the salon and all services needed for the scheduled day(s). All appointments need to be specified at the time of scheduling due to varying lengths of time some services may require. It is required for all attendants (or guests) to arrive 15 minutes before their schedule appointments. We cannot be responsible for any service rendered if the client is late.

**Please be aware that this agreement is a contract that requires a deposit to reserve all of your appointments. The complete cost of all bridal party services will be quoted upon completion of the trial application. A non-refundable deposit of 50% of the total service charge is required at this time. The balance will be processed on the day of the services. The full fee will be processed for all appointments not kept or changed without 14 days notice of cancellation.**

***Scheduling outside of normal hours:*** Early opening for bridal parties on Sunday is an option for late morning/early afternoon weddings. Please speak with the bridal coordinator for additional information and associated fees. If we are held over our time constraints for reasons that we are not responsible for, we will exceed our original charge by $25.00 per stylist.

**Off-site wedding options**: Off-site wedding pricing is not the same. Please speak with the bridal coordinator for additional pricing information. We ask that you have your guests arrive with clean, dry or wet hair depending on their services.

**Travel Expense:**
For services received outside of the salon.

Complimentary travel up to 15km from the salon

Mississauga - $40.00

Surrounding Areas – $60 (up to 80 km from salon)

 – $75 (over 80 km from salon)

Brides with a party of two or less, there will be an additional $25.00 fee for opening the salon.

*Cancellation Policy:*

**Any changes or cancellations must be made no later than 14 days in advance.** 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 50% pre-payment made at the original time of booking and the modified service will be charged in full. It is important that all appointment services and times be closely adhered to, as originally scheduled, so that we may provide the optimal service that you deserve on your special day. A 2 week notice is required for cancellation of any bridal party appointments. If cancellations are made after the 2 week deadline, the bride (or person responsible) is responsible for payment of appointments.

**Refunds:**
No refund will be given for the 50% deposit given prior to the wedding day to secure the appointments. No refund will be given for members of the wedding party who miss their appointment. We coordinate your appointments with precise timing for the salon and our outcall services. Adding a service is permitted; however, deleting a guest last minute creates a problem and will result in a charge for the pre-booked service.

**Wedding Photographer**: If your plans at The Trichos Evolution include having a photographer present on your wedding date, please let the bridal coordinator know before your scheduled day.

**Payment Options**: You must secure your appointments with a Visa or MasterCard. A credit card number must be on file at the time of booking your appointments. Failure to provide a credit card number will result in the cancellation of all your bridal appointments. Otherwise, the credit card will not be used unless appointments are missed or cancelled.

Please note that we accept cash, Visa, MasterCard and American Express for payment.

*Payment and Deposit:* A non-refundable 50% deposit of the total service charge is required at the time of booking your appointments. This payment can be made by debit, cash or credit card.

*Credit Card (Circle One) to Hold Appointment:* Visa Master Card American Express

*Credit Card Number:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Client Printed Name: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Big Day**

Congratulations and enjoy your day! Please make every effort to arrive for all of your appointments on time. This will allow our staff to provide the optimal service that you deserve on this day. Your wedding coordinator may not be on site the day of your wedding but the salon coordinator on-site will be briefed and ready to help. Please do not hesitate to ask our on-site salon coordinator for assistance as needed. Gratuity has not been included and is at your discretion.

**I have read, understand and agree to the terms of this contract set forth herein and authorize the charges on my credit card upon submission.**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointment Requests**

BRIDE TRIAL RUN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BRIDAL PARTY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRIDAL GUESTS**

*(*Please circle/highlight service selection*)*

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BRIDAL PARTY NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRIDAL GUESTS**

 *(*Please circle service selection*)*

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Up-do or Shampoo/Blow-dry Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_