



Dear Studio 890 Guest,

Thank you for choosing Studio 890 to assist you with your special needs on your wedding day. We request that you fill out the enclosed forms completely. Upon completion, please return it to me by fax, mail, or drop it off at the front desk to my attention.

After processing this information, we will provide you with a complete report of all your reservations for your review. Your totals do not include gratuity to the salon professionals. Upon your approval, we require a 50% deposit to reserve these appointments. **THE PAYMENTS ARE TO BE PAID IN THE FULL AMOUNT (ONE CHECK OR ONE CHARGE), NOT BY INDIVIDUAL SEPARATE CHECKS AND CHARGES.**

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 SERVICES**. This time is set aside for you exclusively, and will limit the availability of appointments for other clients and bridal requests. Therefore, your deposit guarantees us of your commitment, as well as ours to your special day.

The remaining balance will be due 30 days prior to the wedding date. Any changes necessary must be made before 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., Tuesday through Friday.

Please allow our informational form to assist you in the scheduling of your appointments. To ensure your satisfaction we recommend practice appointments for hairstyles and make-up applications. This is also an excellent time to schedule manicure appointments for that elegant finishing touch.

Sincerely,

Tracy Moyes
Salon Coordinator
Studio 890 Salons
(262) 785-2890

