



Date: _____

Brides Name: _____

Brides Street Address: _____

Brides City, State, Zip Code: _____

Dear _____:

We are very pleased that you have chosen the professionals at RJ Miller Salon and Spa to work with you on salon services for your upcoming wedding. We take great pride in offering all of our brides the best possible service and look forward to helping to make your special day as wonderful as you envision it.

We take several steps to prepare for your special day. These steps are outlined below. And the required forms are attached for your review and completion. It will be best if you begin to complete the forms as soon as possible and to get them to our Wedding Specialist, Nella Fulco, so that we can ensure the appropriate service professionals are available for the dates you request. Nella's contact information is indicated on the forms.

Step 1: Wedding Services Reservation Request

We request that you make a reservation for services at our Salon. Included in the Wedding Services Reservation Form attached is your indication of the hair, nails and if desired skin care services, including waxing and massage that you will want as a bride and that you will want for members of your wedding party. In the attached forms you will note a separate form for the Bride and one for the wedding party. If we have not provided space for all your requests we anticipate that you will write these in. When these forms are completed, we ask that you send them to Nella Fulco, our Wedding Specialist.

Step 2: Trial Appointments and Day of Wedding Appointments Scheduled

Upon receiving the completed Wedding Services Reservation Form, Nella Fulco will call you to schedule the appropriate Bridal Trial appointments – including hair, nails and makeup as requested, and to confirm the services you have requested for the day of your wedding.

Step 3: RJ Miller Wedding Services Contract Signed

After confirming the services requested and setting your trial dates, we will provide you with an estimate of our fees for both the trial and day of the wedding services. We will expect a deposit of 30% of the estimated fees and a signed contract to reserve the dates and service professionals for your wedding.

Please be advised that this is an estimate only of the total fees, as it is our experience that changes can occur in the services requested – particularly following the Bridal Hair and Makeup Trials and as the members of the wedding party become clearer on the exact services they are seeking. Approximately 2 weeks prior to the day of the event, we will confirm with you the final itemization for services so that we can firm up our fees.



It is our experience that changes can occur on the day of the wedding and we want to accommodate changes that are necessary. As a result your account will remain open and can be settled on the day of the wedding in its entirety.

Our fees include fees for our professionals and a wedding service fee which covers our wedding coordination services.

Getting Started:

Thank you again for allowing us the privilege to take care of your wedding day salon services.

Please complete and return for following forms:

- **Bridal Reservation – Form A**
- **Service Request for Bride – Form B**
- **Service Request for Attendant(s) – Form C**

Upon receipt of forms, our Wedding Specialist, Nella Fulco will draft the contract and return it to you for signature.

If there is any detail you would like to discuss further, please contact Nella Fulco at:

- Cell phone 860-729-4538
- Email: nellafulco@cox.net
- Fax: 860-721-9554

We look forward to working with you on this very important event.

Sincerely,

Nellie O’Gara (owner)

Paul Bufalino (owner)



Bridal Reservation Form – Form A

Bridal Information

Bride's Name: _____ Wedding Date: _____

Stylist: _____

Preferred Appointment Time for Wedding Day: _____

How did you hear about RJ Miller Salon & Spa? _____

Bridal Coordinator Wedding Fees:

- Small Wedding: 1 – 5 people \$150.00
- Large Wedding: 6 or more people \$250.00

This charge will be made to your credit card at the time of your trial appointment. The bridal coordinator will book and coordinate all appointments for you and your wedding party and can be contacted to service your requests, changes and any other concerns or needs.

Credit Card Information:

In order to guarantee your appointment times we require the following credit card information:

Credit Card Type: _____ Name as it appears on the Card: _____

Credit Card #: _____

Expiration Date: _____

Billing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

We do have a 24-hour advance notice cancellation policy. In the event that an appointment is canceled less than 24 hours prior to your appointment, you will be held responsible for 1/2 of the cost of the service and your credit card will be charged.



Bridal Contract

(To be completed by Bridal Coordinator and returned to Bride for signature)

Name: _____

Date of Wedding: _____

Estimate Fees of Services:

	Hair	Make Up	Other Service(s)
Bride:	\$ _____	\$ _____	\$ _____
Attendants:	\$ _____	\$ _____	\$ _____
Other Service:	\$ _____	\$ _____	\$ _____
Total:	\$ _____	\$ _____	\$ _____

1st Deposit: 30% \$ _____ Due Date: _____

Balance \$ _____ Due Date: Day of Wedding _____

Thank you for choosing the professionals at RJ Miller Salon and Spa for your special day.

Signature: _____

Date: _____



Fee Schedule

Bride

Trial:	\$85.00 - \$125.00
Day of:	
Updo	\$150.00
Blow Dry	\$85.00

Bridesmaids

Blow Dry:	\$60.00 - \$85.00 depending on hair
Flat Iron:	\$15.00
Updo (no wash):	\$85.00
Updo (with wash):	\$135.00

Please note: It is best for the updos to be done on hair that is not freshly cleaned. The updo will hold better this way. However, we can provide a wash and blowdry which as indicated above will require an additional \$50.00 charge.

Other Services:

Make-up Application:

Bridal Trial	\$85.00 - \$125.00
Day of	\$150.00
Bridesmaids	\$85.00

Nails:

Manicure Basic	\$33.00, French \$38.00
Pedicure Basic	\$65.00, French \$70.00

Skin:

Facial	\$135.00 and up
Massage	\$125 and up
Waxing	Starting at \$25.00

Administrative Fee/Coordinator

- Small Wedding: 1 – 5 people \$150.00
- Large Wedding: 6 or more people \$250.00

Out Calls

- Please double prices listed above

Special Instructions for the Bride and her Attendants:

- *Do not shampoo your hair the same day as your appointment.*
- *Please arrive for your appointment with dry hair.*
- *When necessary a shampoo will be done at the salon by the stylist.*

RJ Miller Salon & Spa
6 Amelia Drive, Nantucket, MA 02554
(508) 228-3446



Service Request – Form B

Bride's Name: _____

	Estimated Fees
Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
Other Services: Please circle one Make-Up Application: yes no Nails: Manicure: yes no Nails: Pedicure: yes no Skin: Facial: yes no Skin: Massage: yes no Skin: Waxing: yes no	\$ \$ \$ \$ \$ \$
Total	\$



Service Request - Form C

Attendant's Name: _____

	Estimated Fees
Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
Other Services: Please circle one Make-Up Application: yes no Nails: Manicure: yes no Nails: Pedicure: yes no Skin: Facial: yes no Skin: Massage: yes no Skin: Waxing: yes no	\$ \$ \$ \$ \$ \$
Total	\$



Service Request Form – Form C

Attendant's Name: _____

	Estimated Fees
Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
Other Services: Please circle one Make-Up Application: yes no Nails: Manicure: yes no Nails: Pedicure: yes no Skin: Facial: yes no Skin: Massage: yes no Skin: Waxing: yes no	\$ \$ \$ \$ \$ \$
Total	\$



Service Request – Form C

Attendant's Name: _____

	Estimated Fees
Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
Other Services: Please circle one Make-Up Application: yes no Nails: Manicure: yes no Nails: Pedicure: yes no Skin: Facial: yes no Skin: Massage: yes no Skin: Waxing: yes no	\$ \$ \$ \$ \$ \$
Total	\$



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Attendant's Name: _____

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Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
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Total	\$



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Total	\$



Service Request – Form C

Attendant's Name: _____

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Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
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Total	\$



Service Request – Form C

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Total	\$



Service Request – Form C

Attendant's Name: _____

	Estimated Fees
<p>Hair Type: Please circle all that apply</p> <p>Straight Curly Long Short Thick Thin Other: (Please explain)</p>	
<p>Preferred Style: Please circle one</p> <p>Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain</p>	\$
<p>Other Services: Please circle one</p> <p>Make-Up Application: yes no</p> <p>Nails: Manicure: yes no</p> <p>Nails: Pedicure: yes no</p> <p>Skin: Facial: yes no</p> <p>Skin: Massage: yes no</p> <p>Skin: Waxing: yes no</p>	\$ \$ \$ \$ \$ \$
<p>Total</p>	\$



Service Request – Form C

Attendant's Name: _____

	Estimated Fees
Hair Type: Please circle all that apply Straight Curly Long Short Thick Thin Other: (Please explain)	
Preferred Style: Please circle one Blown Dry & Down ½ Up Pony Tail Bun French Twist Other: Please explain	\$
Other Services: Please circle one Make-Up Application: yes no Nails: Manicure: yes no Nails: Pedicure: yes no Skin: Facial: yes no Skin: Massage: yes no Skin: Waxing: yes no	\$ \$ \$ \$ \$ \$
Total	\$