



Posh Salon and Boutique Extension Contract

Full Name: _____ Phone #: _____ Date: _____

Stylist: _____ Hourly rate \$: _____ Apx. Service Hrs: _____

New Installation app? (y/n) Cost of hair \$: _____ # of packs: _____

Details of the hair extensions: (Cost of hair insurance, cost of shipping and estimated arrival date)

Deposit Paid? (y/n): _____ Deposit Amount: _____ Paid Date: _____

How did the guest pay? (Cash, check or card?): _____

Re-bond app? (y/n) _____ Apt Date: _____

Retail Bundle Purchase? (y/n) Total Cost Estimate \$: _____

Our total cost estimate includes the cost of hair, apx appointment time estimate, insurance, shipping and retail.

What you should know...(Please initial each one)

I, _____ (clients name), Posh Salon and Boutique and my stylist,
_____ understand and mutually agree upon the following terms and conditions:

- We have partnered with Donna Bella to source our extensions. We require the hair to be paid in FULL at the time of booking your installation appointment. Since every appointment is especially reserved for you, we require a \$100 non-refundable deposit at the time of booking. _____ **initial**
- At the time of installation we will send you home with all the proper hair care to use in order to have a successful experience with extensions. We use the "Length Goals" system from Matrix. Length Goals Shampoo & Conditioner are sulfate free, and they have delicate cleansing agents suitable for hair extensions. You will also receive the Length Goals Spray. Just spray into your freshly washed hair before using your wet brush. This product will allow you to blow dry your extensions with ease and protect your hair from harsh temperatures up to 450 degrees from your blow dry and flat iron. You will also receive a wet brush that goes best with your extensions to prevent tugging and breaking. This extension retail bundle is REQUIRED for all new extension guests. We do not guarantee our work and will not perform the extension service without the proper home care in order. Our extension retail bundle is \$60.00. _____ **initial**
- We do not guarantee any extensions that were not purchased at Posh. There will be an additional \$99 fee for installing any other extension brands. _____ **initial**
- **Expectations of extensions Day 1:** The weight of the new hair may cause your scalp to feel some sort of discomfort. To help get your scalp used to the new extensions be sure you're brushing through your hair gently with the proper extension brush you received in your extension kit. We recommended braiding your hair when dry, never go to sleep with wet hair, this will create breakage and tension on your hair from the extra weight of the wet extension and rolling around in your sleep. If the hair extensions are maintained regularly and take care of as recommended by your stylist, any negative effects of hair extensions are minimized.
- In the first week of your installation appointment, if you are experiencing continuous discomfort please contact the salon and your stylist to schedule a follow up appointment to ensure proper care and satisfaction. Call or text us at 970-644-5858 with any questions or concerns. Any extension that slips within the first week of installation is complementary to put back in. Any extension after one week of the appointment that needs to be re-bonded will be \$10.00 per tape.
- Should you decide NOT to proceed with installing hair extensions after they have been ordered, Donna Bella MAY accept a return if the hair is unused and packaged. In this case, Posh Salon and Boutique cannot issue you a refund of your deposit, cost of hair, shipping or insurance. _____ **initial.**
- Your installation is only guaranteed for exactly eight weeks, (max) after that the salon/stylist is not liable for any damage or discomfort. Failure to reschedule a new

appointment and going longer in between re-bond appointments can result in damage to your hair and scalp. Posh Salon and Boutique and the stylist are not responsible for any damage due to going past 8 weeks between appointments.

_____ **initial**

- I understand that in rare cases, installing hair extensions can cause traction alopecia - hair loss and balding for the extra weight on the scalp and hair. _____ **initial**
- Extensions may cause hair tangling, matting, loss of shine, itchiness, and pain. In rare cases, extensions may cause contact dermatitis, a life-threatening allergic reaction to the glue, bond or other chemicals used for extension application, maintenance or removal. _____ **initial**
- Neither the stylist or Posh Salon and Boutique will be responsible for any medical issues/complications that can arise through the wearing of extensions. _____ **initial.**
- The stylist can reserve the right to refuse any installation or maintenance of hair extensions due to circumstances that may compromise the integrity of the hair/scalp/health. _____ **initial**
- After the one week grace period if you experience any fallen extensions you can come in for a mini install, **\$10 per extension**. If after the installation, if your hair extensions need premature maintenance or removal, and if the cause of such maintenance or removal is determined (by the stylist) to be because of improper maintenance, or alteration of the extensions by yourself or a third party then I may be charged up to \$149 an hour. _____ **initial**
- I understand that my extensions are NOT guaranteed unless I am using the recommended home care products. I also understand any extensions are only guaranteed if I am wearing the Donna Bella Extensions purchased thru Posh. _____ **initial**
- I understand that it is my responsibility to adhere to my next extension appointment for maintenance or removal of my hair extensions. _____ **initial.**
- I understand that failure to show up to the original appointment or failure to reschedule a new appointment within 5 days of the original appointment can result in damage to my hair extensions, scalp or hair that the stylist and Posh Salon and Boutique are not responsible for. _____ **initial.**
- **Your next removal & re-bond appointment is on _____ initial _____**

- **My next appointment I will need:**

_____ **along with re-bond & instillation, my total cost of my future appointment will be \$ _____ initial _____**

By signing below I acknowledge that I have read and understand the terms of this agreement, and that any questions concerning these policies have been discussed with me. My stylist has given me sufficient details about the hair extension application method, total cost, maintenance procedures and all health and safety warnings. I have been made aware of possible medical complications that may arise during or after the installation and wear of hair extensions on my hair/scalp. I also understand that my \$100.00 deposit is non-refundable. This means that if you cancel less than 24 hours in advance your deposit will be kept and a new deposit will be required to book another appointment.

Client Name: _____ **Stylist Name:** _____

Client Signature: _____ **Stylist signature:** _____

****This is a signed copy is for salon record, we will make you a copy to take home for reference.***

Client take home documents and reference

Extension Hair Care:

- Brush hair often, do not allow nape area to mat and tangle, be sure to carry a brush in order to detangle your hair throughout your day.
- Use recommended hair care - MATRIX LENGTH GOAL SYSTEM & Wet Brush
- Do not wash hair excessively: recommended three times a week, be sure to use webbed fingers in between bonds for minor disruption.
- Do not use high tension hair ties, scrunchies recommended.

- Coloring your extensions should only be done by your stylist. Posh Salon and Boutique is not liable for damaged extensions when damage occurs outside of the salon.
- When conditioning your hair be sure to stay away from the extension bond, the conditioner can create slippage that may result in a fallen extension.
- Be sure to not apply oil to the bonds or near them.
- Sleeping on a silk pillowcase keeps extensions soft and tangle free during sleep.

FAQs

- Am I a good candidate for hair extensions?
 - Unfortunately extensions are not a "one size fits all" type of service. Being a good candidate for hair extensions is dependent on your hair type, length, condition of your natural hair and your end goal. Not sure if you are a good fit? No worries! We offer complimentary online consultations, book one now. Just go to our "BOOK 24/7 page" Find a service provider that offers extension services (Alexus, Dianne, Jessica.) Find the service that says "Extension Consultation".
 - During your consultation, your extension specialist will be able to help determine if extensions are right for you.
- Do you offer consultations?
 - Yes! In fact they are complementary AND required before making an appointment for extensions. During your consultation we will discuss your beauty budget and hair goals to determine a starting point. From there we will look at your hair and decide if you are a good fit for hair extensions. If everything is a go, we order your extensions and book your installation appointment that day! Please note that we require the guest pay for 100% of their hair at time of booking. A \$100 non-refundable deposit is also required at the time of booking. Your deposit goes towards your extension appointment and will be deducted at the time of check out.
- Do extensions damage your hair?
 - Proper application and maintenance of your extensions will keep damage to a minimum. Waiting too far in between re-bond appointments can result in tugging, matting and tearing of the hair follicles at the root causing damage. Your extension specialist will go over all of your home care instructions with you, and pre-book your next re-bond appointment between 6 and 8 weeks to avoid damage.
- How often do you need to move up your extensions?
 - A move up or "re-bond" as we like to call it, is recommended every 6-8 weeks. This helps prevent too much grow out between your natural hair and extension, which is where the extension has room to twist, matte, tug and damage.
- Why do you have to use special products with extensions?
 - During your first installation appointment we will send you home with our Extension Retail Bundle. This will include a wet brush, Matrix Length Goals Shampoo, Conditioner and Detangler. These products are sulfate free. Products

with sulfates cause the bonds on your extension to swell - which results in slippage.

- Are hair extensions effective for growing purposes?
 - For those people who wish to grow their hair but have trouble seeing results, tape in extensions will allow full coverage of length and volume while leaving your actual hair alone to allow growth.
- Do you require a deposit?
 - After your hair has been purchased and you make your installment appointment, we do require a non-refundable \$100 deposit due at the time of booking. This deposit will be deducted from your total service. We accept cash, checks or cards.
- Why do you require a deposit?
 - These services are so time consuming and require a specialist. We choose to protect our stylist and you, providing full seriousness and transparency.
- Why do you have an extension contract?
 - This service is an investment of both time and money. To ensure your complete satisfaction we go over a full extension contract with you and talk about each thing before you sign anything. It is necessary that we provide a binding contract for you and your stylist to protect your investment.