



BRIDAL BEAUTY BUSINESS BOOTCAMP

Course #5 Workbook Policies, Procedures & Contracts



Creating Policies - Customers

Use the prompts below to create your clear and concise business policies for the main interactions with clients.

What is your policy for securing a wedding on your books? Deposit Required? Contract Required?

When do you require final wedding day details? Number of services? Location? Timing?

What is your policy for adding services before the wedding day? Do you allow it? How is it documented?

What is your policy for subtracting services from the contract? Do you allow it? How is it documented?

What is your policy if a bride is not happy with her trial run appointment?

What is your policy if a bride (or bridesmaids) are late for services?

What is your cancellation policy?

What are your payment policies?

Creating Policies - Stylists

Use the prompts below to create your clear and concise business policies for the main interactions with stylists.

What is your policy for booking stylists? How do you decide who to book first, second, etc.

What are your policies regarding stylist availability?

What is your policy for stylist tardiness? What are the consequences?

What is your policy if a stylist does not follow the rules? What are the consequences?

What is your policy if a client is unhappy with a stylist's work (or attitude)? What are the consequences?

What is your policy for paying stylists?

What is your tip policy for stylists? Tips to be shared? Stylist keeps all tips?

What is your policy for stylists sharing work done for your company?

Contracts

BRIDE - WEDDING DAY

There are many different ways to create a wedding day contract...from the very simple to very complex. There is no right or wrong, however my suggestion is that you make it as simple as possible while still making sure that all of the most pertinent information is included.

At Hair Comes the Bride, we would have the stylist complete the contract with the bride and simply have her sign. I know that many of you may choose to email the contract to the bride and have her fill it out herself. Again, there is no right or wrong...it is what works for you.

Below, I have included links to the specific contract that we used at Hair Comes the Bride along with several other resources to view, get inspiration and create a contract that works specifically for you.

[Hair Comes the Bride Sample Contract](#)

[Create FREE Legal Contracts - LegalContracts.com](#)

[Free Contract Template - MarloBeauty.com](#)

[Free Contract Template - EazyPlan.com](#)

[Freelance Hairstyle Contracts - Etsy.com](#)

STYLISTS - INDEPENDENT CONTRACTOR

It is suggested that you create a "general" contract for any 1099 subcontracted stylists that outline the policies and procedures of your business as well as create a template that you can fill out for each individual wedding.

Below, I have included a link to view the contracts that we used at Hair Comes the Bride when we were still doing hair and makeup services

[Hair Comes the Bride Sample Contracts](#)

[Free Independent Contractor Agreement - Rocketlawyer.com](#)

[Independent Stylist Agreement Template - Eforms.com](#)

[Online Document Signing - DocuSign.com](#)