Studio name _____

Deposit policy

A short policy a client reads before paying: how much holds the date, how it comes off the price, how to move a date, and what happen

What the deposit does

Your deposit of [amount] holds your appointment and pays for the time spent on your design. It is applied to your final price on the day of your appointment.

Moving your date

To move your appointment, tell us at least [48] hours ahead. Your deposit moves with you to the new date. You can move your date [one time]; after that, booking again needs a new deposit.

Missed appointments

If you miss your appointment, or change it with less notice than above, the deposit is kept by the studio and a new deposit is needed to book again.

If we need to move your date

If the studio has to move your appointment, your deposit moves to a date that works for you.

Signature

_____

Date

_____

This is a template and general information, not legal advice. Rules differ by state and sometimes by county, so check yours with your local health department before you use it.