



BOOKING & PAYMENT INFORMATION

1. BOOKING PROCESS

- **Contact:** Reach out to the makeup artist via the preferred communication method (whatsapp call or message).
- **Availability Check:** Confirm the artist's availability for your desired date and time.
- **Consultation:** Discuss your makeup preferences, event details, and any specific requirements.

2. RESERVATION

- **Deposit:** Secure your booking with a non-refundable deposit, typically a percentage of the total service fee (10% deposit) to reserve your slot.
- **Contract:** Review and sign a service agreement that outlines terms, responsibilities, and expectations.

3. TRIAL (OPTIONAL)

- Schedule a trial makeup session to ensure the desired look is achieved before the event.
- Discuss any adjustments or modifications to meet your preferences.

4. FINALIZING DETAILS

- **Confirm Event Details:** Provide the makeup artist with the final event details, including location and start time.
- Discuss any changes or updates to the original plan.



017625363816



@butyful_u



b.Utyful U

"LUXE GLAM: A STATEMENT WITH EVERY
BRUSHSTROKE"



BOOKING & PAYMENT INFORMATION

5. PAYMENT

- **Balance Payment:** Clear the remaining balance on the day of the service, preferably before the makeup session begins.
- **Payment Methods:** Confirm accepted payment methods with the makeup artist (cash or PayPal).

6. CANCELLATION POLICY

- **Notification:** Notify the makeup artist promptly if there are any changes or cancellations.
- **Refund Policy:** Understand the artist's refund policy regarding cancellations or changes to the booking.

7. TRAVEL & ACCOMODATION (IF APPLICABLE)

- **Distance Surcharge:** Be aware of any additional fees for services that require significant travel.
- **Accommodation:** If applicable, discuss arrangements for accommodation, especially for early morning bookings.

8. COMMUNICATION

- Keep an open line of communication leading up to the event.
- Notify the makeup artist of any last-minute changes or special requests.



017625363816



@butyful_u



b.Utyful U

"LUXE GLAM: A STATEMENT WITH EVERY
BRUSHSTROKE"