

# DISCLAIMER

THE FORMS PROVIDED ARE FOR INFORMATIONAL PURPOSES ONLY AND SHOULD NOT BE CONSIDERED LEGAL ADVICE. THESE FORMS MAY NOT BE SUITABLE OR APPROPRIATE FOR YOUR SPECIFIC SITUATION AND JURISDICTION. IT IS IMPORTANT TO CONSULT WITH A LICENSED ATTORNEY TO ENSURE THAT THE FORMS MEET YOUR SPECIFIC LEGAL REQUIREMENTS AND TO ENSURE THAT THEY ARE LEGALLY BINDING. THE USE OF THESE FORMS DOES NOT ESTABLISH AN ATTORNEY-CLIENT RELATIONSHIP AND ERIKA GLAM/BOSS BABE DIGITAL LAB SHALL NOT BE LIABLE FOR ANY LOSSES OR DAMAGES RESULTING FROM THE USE OF THESE FORMS.

NOTE: IT IS RECOMMENDED THAT YOU CONSULT A LAWYER TO ENSURE THAT THIS FORM IS APPROPRIATE AND LEGALLY BINDING FOR YOUR SPECIFIC SITUATION AND JURISDICTION.



# HAIR EXTENSIONS

## Intake Form

### CLIENT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_  Female:  Male:  NB

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Would you like to be added to our email list for news and exclusive offers? Yes  No

### MEDICAL HISTORY

Do you have or have you had any of the following conditions? If yes, please select them:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Alopecia         | <input type="checkbox"/> Childbirth within 120 days | <input type="checkbox"/> Psoriasis       |
| <input type="checkbox"/> Allergies        | <input type="checkbox"/> Itchy Scalp                | <input type="checkbox"/> Rosacea         |
| <input type="checkbox"/> Cancer/Chemo     | <input type="checkbox"/> Eczema                     | <input type="checkbox"/> Thyroid Disease |
| <input type="checkbox"/> Dry/Greasy Scalp | <input type="checkbox"/> Sensitive Scalp            | <input type="checkbox"/> Hair Loss       |

Do you suffer from health problems that may cause extensions to be unsuitable?

No  Yes: \_\_\_\_\_

Are you taking medication that affects your hair growth?

No  Yes: \_\_\_\_\_

Do you have any other allergies:  No  Yes: \_\_\_\_\_

Are you, or could you be pregnant?  No  Yes

List any medications/supplements you take regularly: \_\_\_\_\_

Do you wear glasses?  No  Yes

Do you exercise regularly?  No  Yes

Do you use saunas or steam rooms?  No  Yes

Do you wear protective head gear (i.e helmets)  No  Yes

HAIR EXTENSION HISTORY

Have you ever had hair extensions before?  No  Yes

If yes, please describe your extension history. \_\_\_\_\_

EXTENSION AND STYLE INFORMATION

Type of Extensions Desired

Nano  Sew-ins  I-tip  Other: \_\_\_\_\_

Any Particular Styles or Looks You Would Like to Achieve: \_\_\_\_\_

By signing below, you agree to the following:

*I have completed this form truthfully and to the best of my knowledge. I agree to inform the technician of any changes in the above information. I agree that I do not have any condition/s that would make the requested treatment unsuitable. I agree to waive all liabilities toward my technician and the employer for any injury or damages incurred due to any misrepresentation of my health.*

\_\_\_\_\_  
Client Name (printed) :

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Name (printed) :

\_\_\_\_\_  
Date



# HAIR EXTENSIONS

## *Service Agreement*

### AGREEMENT / JURISDICTION

This agreement is made between **Jesstensions** and \_\_\_\_\_ on \_\_\_\_\_. The agreement shall be governed by the laws of the state of **BC**.

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### SERVICES TO BE PROVIDED

The Stylist agrees to provide the following hair extension services:

- **Consultation:** The Client agrees to schedule a consultation prior to the service date to discuss the desired result, selection of extensions, and any concerns or questions. The Stylist will provide professional advice and recommendations on the best course of action for achieving the desired result.
- **Selection:** The Client and Stylist will work together to select the appropriate type and color of extensions that will best match the Client's hair and desired result.
- **Installation:** The Stylist agrees to install the extensions using the agreed-upon method, ensuring a safe and secure bond.
- **Maintenance:** The Stylist will provide maintenance recommendations to ensure the longevity of the extensions and the Client's satisfaction. Failure to come back for the 6-8 week maintenance touch up may result in hair loss and the release of being a client. 24-48 hours notice of cancellation must be given or there is a full service charge fee owing.
- **Removal:** The Stylist will remove the extensions if requested by the Client or if they are no longer secure.

The Client agrees to provide a clear description of the desired result and to cooperate with the Stylist in achieving the best possible outcome.

## C O M P E N S A T I O N

The Stylist agrees to provide hair extension services as described in this agreement in exchange for compensation from the Client. The compensation will include the following:

- **Price:** The total price for the services will be \$\_\_\_\_\_.
- **Deposit:** A \$\_\_\_\_\_ deposit is required to secure the service date and will be applied to the total cost of the services. The deposit is non-refundable in the event of cancellation by the Client.
- **Payment Structure:** The balance of the total cost will be due on the day of the service. Acceptable forms of payment include [Cash, Credit/Debit Card, etc.].

If the Client requests additional services not outlined in this agreement, the Stylist will provide a written estimate for the additional cost.

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W A R R A N T Y

The Stylist warrants that all services provided will be performed to the best of their abilities and in accordance with industry standards. The Stylist offers a 7-day warranty for any necessary repairs or fixes to the extensions. However, the Stylist is not responsible for the quality or longevity of hair extensions not provided by the Stylist. The Client agrees to follow all care instructions provided by the Stylist to ensure the longevity of the extensions.

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A C K N O W L E D G E M E N T S

The Client acknowledges and agrees to the following:

- **Color Match:** The color of the extensions may not match the Client's natural hair exactly and additional color services may be required to achieve the desired result. The Stylist will do their best to match the color but the Client acknowledges that color matching is not always perfect.
- **Maintenance:** Maintenance and touch-ups may be necessary to ensure the longevity of the extensions. The Stylist will provide instructions on how to care for the extensions but the Client understands that regular maintenance is required to keep the extensions looking their best.

- **Scalp Tenderness:** The installation process may cause some tenderness of the scalp. The Client acknowledges that this is a normal side effect of the installation process and will subside within a few days.
- **Blending:** The extensions may require blending with the natural hair to achieve the desired result. The Stylist will do their best to blend the extensions seamlessly with the Client's natural hair, but the Client acknowledges that some blending may be necessary.
- **Multiple Appointments:** The desired result may not be achievable in one appointment and multiple appointments may be necessary. The Client acknowledges that they may need to schedule additional appointments to achieve the desired result.
- **Care Responsibility:** The Stylist will provide care instructions, but it is the Client's responsibility to properly care for and maintain the extensions. The Client acknowledges that they must follow the care instructions provided by the Stylist to ensure the longevity of the extensions.
- **Removal and Re-installation:** The Client understands that hair extensions are not a permanent solution and will require removal and re-installation over time. The Client acknowledges that they will need to schedule removal and re-installation appointments to maintain the extensions.
- **Natural Hair Stress:** The Client acknowledges that the extensions will add weight to their natural hair and may cause some stress on the natural hair. The Client acknowledges that they must take proper care of both the extensions and their natural hair to minimize stress.
- **Damage from Improper Care:** The Client acknowledges that improper care, maintenance, and styling can cause damage to the extensions and natural hair. The Client agrees to follow the care instructions provided by the Stylist to minimize the risk of damage.
- **Damage from Hair Products and Styling Tools:** The Client acknowledges that the use of certain hair products and styling tools can cause damage to the extensions. The Client agrees to follow the care instructions provided by the Stylist and to only use approved hair products and styling tools.
- **Damage from Sun, Swimming, and Sweating:** The Client acknowledges that swimming, sun exposure, and excessive sweating can cause damage to the extensions. The Client agrees to take proper precautions to minimize damage from these activities. Chlorine and swimming in the ocean may discolor or dry the hair excessively.
- **Tangling and Matting:** The Client acknowledges that over-brushing and excessive heat styling can cause tangling and matting of the extensions. The Client agrees to follow the care instructions provided by the Stylist to minimize tangling and matting.

- **Damage from Improper Removal:** The Client acknowledges that removing the extensions without proper training and tools can cause damage to the natural hair. The Client agrees to only have the extensions removed by a professional with proper training and tools.
  - **No Exchanges:** Once the hair extensions have been opened, they cannot be exchanged/refunded. The Client acknowledges that they can inspect the hair extensions before opening and agrees to accept the hair extensions as is once opened and, be sure they are the proper length/color/style they would like.
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#### REFUND POLICY

The Client has a 7-day grace period from the date of service to report any issues with the hair extension services to the Stylist. In the event that the Client is dissatisfied with the hair extension services, the Stylist will make reasonable efforts to address the issue. The Stylist agrees to make reasonable efforts to address any reported issues within this time frame. After the 7-day grace period, no refunds for install will be provided.

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#### TIMING

The hair extension services will be provided on \_\_\_\_\_ at \_\_\_\_\_. The estimated time for the services will vary based on the complexity and style of the extensions selected by the Client. No guaranteed time of completion can be made. It is important to note that installation of hair extensions is a time-intensive process and can take several hours to complete. The Stylist will make every effort to complete the services in a timely manner, but the Client understands that some level of flexibility is required. The Stylist and Client agree to communicate any timing concerns in advance and to allow for reasonable flexibility in the event that the services require more time than estimated.

By signing below, both the Stylist and the Client agree to the terms outlined in this agreement.

STYLIST SIGNATURE

DATE

CLIENT SIGNATURE

DATE



# HAIR EXTENSIONS

## *Photo and Video Release Form*

I, \_\_\_\_\_ hereby grant Jesstensions, its employees, agents, and assigns (collectively referred to as "the Releasees") the irrevocable and unrestricted right to use and publish photographs and videos of me, or in which I may be included, for editorial, trade, advertising, and any other purpose and in any manner and medium, including but not limited to websites, magazines, brochures, newspapers, advertisements, social media platforms, and online publications.

I understand and acknowledge that the photographs and videos may be used for commercial purposes and that I will not receive any compensation for the use of my image. I hereby waive any right to inspect or approve the finished product, including written copy that may be created in connection therewith.

I hereby release the Releasees from all claims and liability relating to said photographs and videos, including but not limited to any claims for invasion of privacy, defamation, or misappropriation of my likeness. I understand that once my image has been published, it may be used by the Releasees for an unlimited amount of time and that I will not have the ability to control or limit its use.

I certify that I am at least 18 years of age and have the right to contract in my own name. I have read the above authorization, release, and agreement, prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives and assigns.

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SIGNATURE

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE



# HAIR EXTENSIONS

## Care Guide

- 1. Brush Regularly:** Brush your hair extensions daily with a wide-tooth comb when wet, starting at the tips and working your way up to the roots. This will help prevent tangling and matting. For best results, brush before washing and after styling. When dry use the brush by brand Wet Brush with the boar bristles or a brush recommended by your stylist. The bristles should be bendy, spaced out and have small nubs on the tips.
- 2. Wash Gently:** Use a sulfate-free shampoo and conditioner specifically formulated for hair extensions. Wash in lukewarm water, being careful not to rub or tangle the extensions. Gently massage the shampoo into the roots and avoid excessive pulling or tugging. Massage in a downward, with cuticle, direction.
- 3. Deep Condition:** To keep your extensions soft and nourished, deep condition at least once a week. Use a hair mask or deep conditioner specifically formulated for hair extensions, and leave on for the recommended amount of time before rinsing.
- 4. Air Dry:** After washing, gently squeeze out excess water and let your hair extensions air dry. Avoid using a hair dryer, as high heat can damage the extensions. If you need to blow dry, use the lowest heat setting and aim the dryer downwards to prevent tangling.
- 5. Avoid Heat Styling:** If possible, avoid using heat styling tools on your extensions. If you must use heat, make sure to use a heat protectant spray to minimize damage. Use a low heat setting and avoid applying heat directly to the bonds or clips.
- 6. Protect at Night:** When you sleep, use a silk pillowcase to minimize friction and tangling. You can also braid your hair into a loose braid to protect the extensions and prevent matting. Try to avoid sleeping with your hair in a tight ponytail or bun, as this can cause damage to the extensions.
- 7. Swimming/Ski/Snowboarding:** Be sure to add a light leave in conditioner and or serum to mid-shaft and ends and braid loosely out of the way of the wind on a boat. If doing swimming lanes or skiing, tuck your hair into the tuque or swim cap. Use Undo-Goo or a sulfate free shampoo to rid of chlorine in the hair.