



## *Subtle Beauty by Nancy*

6592 Locust lane

Franklin, Ohio 45005

513-678-5561

---

### APPOINTMENT POLICY

513-678-5561

**Your time is very important to me and I appreciate that you equally respect mine. Below is my appointment policy.**

1. I conduct most of my consultations over the phone or thru text messaging .
2. I will usually get back to you with in the day. Once we decide that you want to proceed with permanent cosmetics I will send you a copy of my appt. policies. After reading the policies you will be required to put down a \$100 deposit to secure your date. Be sure of your date before booking .If you have to cancel or reschedule and you do this within 72 hrs of your appt. then the deposit will go toward the next scheduled appt. If a 72 hr notice isn't given ,you will lose your deposit and be required to pay in full before booking another appointment. **All procedures should be carefully considered before scheduling them.**

Please arrange for childcare and do not bring children to appointment(s).

3. Pregnant or nursing women or anyone under the age of 18 will not be considered for tattooing. Please advise me now if any of these apply.
4. If an appointment must be rescheduled, **a 72 hour notice is required** in order to fill the opening in the schedule. The deposit will be applied toward the rescheduled appointment. However, if you fail to reschedule and not come at your appointed time, the deposit will not be refunded or reapplied and the full price of the procedure will be due with another procedure time deposit. Please understand that time is reserved for you and I need sufficient notice to fill my schedule.
5. The first visit of the process is the **Saturation** visit. The following visit is known as the **Focus** visit. As the names imply, the Saturation visit accomplishes the basic design and color saturation, and the Focus visit addresses perfection by focusing on balance, symmetry and detail of the healed result. There is no charge for the Focus visits when you have paid in full as long as they are *completed within 12 weeks* of the *previous* visit.
6. A cancellation/rescheduling of a Focus visit is required 72 hours in advance. If you fail to reschedule and not come at your appointed time, the complimentary Focus visit is forfeited and a charge of \$150 per follow up procedure will be required.
7. A **Color Assessment** appointment should be scheduled at the end of the first year and if a **Touch-Up** is

needed, the charge is \$100.00 per procedure. If, at the first year assessment, the touch-up is determined unnecessary, the charge for the second year touch-up is \$200. The third year touch-up is \$300, and the fourth year is \$400. The length of time one waits in between touch-up visits will determine all additional fees. Any follow up work requested by client within 45 days of a Touch-up will be charged a Tray Set Up Fee of \$75.

8. All color fades and your cosmetic tattoo will require maintenance. The amount of fading depends on several variables including medications and topical treatments, but is primarily due to sun (ultra-violet) exposure; therefore measures should be taken to protect your permanent cosmetics from the sun.

*I, the undersigned, received these appointment policies in written form and I agree to comply with them. My signature is my consent to charge the aforementioned \$100 non refundable deposit against my credit card should I decide to reserve an appointment by phone.*

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