

Kaleidium Permanent Cosmetics LLC
Standard Operating Policies/Procedures

First and foremost, CONGRATULATIONS on your decision to have a permanent cosmetic procedure performed! You are making a wonderful decision to invest in yourself which not only helps you feel fantastic, but also saves you valuable time. I am looking forward to your appointment and am so excited to become better acquainted as we work together throughout this process. Thank you for choosing Kaleidium Permanent Cosmetics LLC and allowing me the honor of serving as your permanent cosmetic tattoo artist!

Policies and Procedures:

1. Initial Deposit: Permanent cosmetic procedures are highly desirable and time-intensive services. When booking your appointment, a specific time is reserved for your procedure; therefore, a deposit in the amount of \$50.00 is collected at that time. This will be applied to the overall total cost with the remaining balance due the day of your procedure.

2. Appointment Cancellation/Rescheduling: Kaleidium Permanent Cosmetics LLC requires at least 24-hours' notice when rescheduling and/or cancelling appointments. The deposit will be retained and applied toward your rescheduled appointment with any remaining balance due the day of your procedure as stated above (*Policies and Procedures #1, Initial Deposit*).

If less than 24-hours' notice is provided, a \$25 fee is charged and can either be paid separately via PayPal or it will be added to the total cost of your procedure and collected when you arrive for your appointment.

3. Tardiness: Please plan to arrive 10-15 minutes prior to your appointment. I want you to have time to relax, make yourself comfortable and for us to begin your procedure on time. If you are late, this could negatively impact your appointment resulting in the need for a follow-up appointment to effectively complete your initial procedure. Additional charges will apply for follow-up appointments due to tardiness.

4. No-Shows/Decision Reversal: In the event you do not show for your scheduled appointment or should you decide against having a permanent cosmetic procedure performed (in general or specifically at Kaleidium Permanent Cosmetics LLC), your deposit and any other fees paid are non-refundable.

5. Guests in Procedure Room: You are welcome to bring guests along with you as this can oftentimes provide support and comfort as well as enhancing your overall experience. However, it is requested any guest in the procedure room be mindful of the attentiveness required of both client and artist during the procedure(s). Should there not be sufficient space in the procedure room, or in the unlikely event the guest(s) becomes a distraction to either the client or artist, Kaleidium Permanent Cosmetics LLC reserves the right to request any guest(s) relocate to the reception area until the procedure is complete.

Although younger children and babies are wonderful, Kaleidium Permanent Cosmetics LLC respectfully requests they are not brought to your appointment. Unfortunately, young children and babies can become too distracting for either the client or artist and they are cannot be left unattended in the reception area. Your understanding and compliance is most appreciated.

6. Service Animals: Other than documented personal-assistance dogs, pets are not allowed in the procedure room; furthermore, clients must abide by any additional animal guidelines and/or restrictions adopted by any establishment in which Kaleidium Permanent Cosmetics, LLC is located and performs procedures.

I have read, understand, and agree to all above-stated office policies and procedures and have been provided the opportunity to ask any questions I may have before proceeding with my procedures.

Client's Signature *and* Printed Name

Date

Kaleidium Permanent Cosmetics LLC / L. Michelle Auger

Date