

Example Cancellation Policy Template for Hair and Beauty Salons:

Cancellation Policy for [Your Salon Name]

At [Your Salon Name], we understand that sometimes schedules change and you may need to cancel or reschedule your appointment. In order to provide the best service and availability to all our clients, we have the following cancellation policy:

1. Notification: If you need to cancel or reschedule your appointment, please notify us at least [24/48] hours in advance. This gives us the opportunity to fill the appointment slot.

2. Late Cancellations: Cancellations made with less than [24/48] hours notice will incur a charge of [50%/100%] of the service booked.

3. No-Shows: Clients who fail to show up for their appointment without any prior notification will be charged [100%] of the service cost.

4. Late Arrivals: If you arrive late, we will do our best to accommodate you, but please note that your service may be shortened or rescheduled to avoid delays for other clients.

5. Deposit: For certain services or longer appointments, we may require a deposit, which will be used towards your service. This deposit is non-refundable in the event of a late cancellation or no-show.

6. Exceptions: We understand that emergencies happen. Please let us know if you have an emergency, and we will consider waiving the cancellation fee on a case-by-case basis.

7. Booking: By booking an appointment, you agree to this cancellation policy.

Thank you for your understanding and cooperation. This policy helps us to provide high-quality service to all our clients.

For more information or to reschedule your appointment, please contact us at [Your Salon's Contact Information].

Note: You may need to adjust this template to suit the specific needs and policies of your salon. It's also a good idea to consult with a legal professional to ensure that your cancellation policy complies with local laws and regulations.