

Consultation Prep

GETTING STARTED

Please email the following images to feliciayarboro@gmail.com by <https://www.google.com/calendar/invite> to begin your journey!

1. FULL FACE

Your photo must

- capture from your clavicle to just above the top of your head
- have all hair pulled back (*including bangs even if you normally wear them down*)
- be clear, sharp and in focus
- have even lighting and no shadows or harsh lighting (*facing a window or door without blinds is a great way to achieve this!*)
- show your natural skin tone
- be unaltered (*ie, no filters*)

2. IRIS PHOTO

Your photo must

- include just your eye
- be clear, sharp and in focus
- show your natural eye color
- be unaltered (*ie, no filters*)

PREPARING FOR YOUR CONSULTATION

In preparation of your initial color consultation with Felicia, please review the following:

- Plan to spend up to 3 hours for your initial color analysis consultation.
- Dress comfortably, in loose fitted clothing. You will be sitting in a chair for most of the consultation.
- Do not wear makeup or nail polish. You will be trying on makeup and nail polish during your consult so a blank canvas works best!
- Wear your hair down. If you color your hair, schedule your visit with Felicia when you have 1/2 inch of root re-growth. This allows us to accurately see your natural hair color and helps us determine your underlying color temperature.
- This is your time so please plan to silence your cell phone and do not bring young children with you.
- Don't buy any new clothes, makeup or nail polish prior to your color analysis. You don't want to have to toss brand new items if we determine that aren't the right color or style!

If you have any questions prior to your appointment please call or text Felicia (828.406.9385).

Thank you,

We look forward to seeing you soon!



FELICIA YARBORO

Image Curator

CLIENT NEEDS ANALYSIS

Client Name:

Date:

1. What benefit do you hope to gain from your image consult?

2. Have you ever had a makeover before?

Yes

No

3. Are you in need of an image curator for a specific event?

Yes

No

If yes, please explain:

4. Do you have specific physical needs that would prevent you from wearing certain items? (*i.e. fallen arches that prevent you from wearing heels*)

Yes

No

If yes, please explain:

Additional Information you would like to share with Felicia:

FELICIA YARBORO

Image Curator

CLIENT IMAGE SURVEY

Put a check beside each answer that applies to you:

Client Name:		
Date:		
1.	<input type="checkbox"/>	I need to update my appearance
2.	<input type="checkbox"/>	I would like to know what is in fashion
3.	<input type="checkbox"/>	I do not know my body type
4.	<input type="checkbox"/>	I would like to raise my self-confidence
5.	<input type="checkbox"/>	I want a complete change of style
6.	<input type="checkbox"/>	I would like a new hairstyle
7.	<input type="checkbox"/>	I need advice about makeup
8.	<input type="checkbox"/>	I need advice about grooming
9.	<input type="checkbox"/>	I want to know what colors look best on me
10.	<input type="checkbox"/>	I would like to know how to dress / coordinate
11.	<input type="checkbox"/>	I want to learn about fabrics and care of clothes
12.	<input type="checkbox"/>	I would like to know how my appearance affects others perception of me
13.	<input type="checkbox"/>	My body has changed and I would like to know the best way to flatter my new shape
14.	<input type="checkbox"/>	I want to look great all the time
15.	<input type="checkbox"/>	I want others to take me seriously
16.	<input type="checkbox"/>	I want to feel professional
17.	<input type="checkbox"/>	I want to know how to command respect through my appearance
18.	<input type="checkbox"/>	I want to know how to organize my closet
19.	<input type="checkbox"/>	I would like to have an expert show me how to dress for success
20.	<input type="checkbox"/>	I want to build my wardrobe around classic styles
21.	<input type="checkbox"/>	I would like to stop wasting money on clothes that I never wear
22.	<input type="checkbox"/>	I would like to know more about etiquette
23.	<input type="checkbox"/>	I want to feel I can fit in anywhere
24.	<input type="checkbox"/>	I want to improve my social skills
25.	<input type="checkbox"/>	I need to help with my manners
26.	<input type="checkbox"/>	I want to improve my speaking skills

FELICIA YARBORO

Image Curator

SERVICES CONTRACT

This Consulting Agreement is made effective as of _____, by Felicia Yarboro and between _____, and Felicia Yarboro, of *Felicia Yarboro, Image Consultant*. Felicia Yarboro has a background in Image Consulting and is willing to provide services to the aforementioned Client based on this background. The aforementioned client desires to have services provided by Felicia Yarboro, Image Consultant.

Therefore, the parties agree as follows:

The headings used in this agreement are included for convenience only and will not limit or otherwise affect these Terms.

1. **GENERAL CONDITIONS:** *Felicia Yarboro, Image Consultant* reserves the right to refuse service to anyone for any reason at any time. The Client agrees not to reproduce, duplicate, copy, sell, resell or exploit any portion of our services, without express written permission by *Felicia Yarboro, Image Consultant*.

2. **DESCRIPTION OF SERVICES:** Beginning on the date as stated above, Felicia Yarboro will provide the following services to the above stated Client:

3. **FEES:** Felicia will provide a fee quote in writing to the Client based on the Client's specific requirements. Consultations outside of a 30 mile radius from the Image Consultant's location, have an expectation that reasonable travel & accommodation expenses will be paid by the Client.

Fee Schedule:

Hourly \$ / Hour

Flat Rate \$ / Person

Deposit \$ Due:

4. PAYMENT:

Personal Services - Fees are payable in advance and are non-refundable under any circumstances to neither the Client nor the person who booked the Service. Advance payment is required in order to secure the booking.

Corporate Services - A 50% deposit is payable in advance. An invoice for the remaining balance, will be sent and must be paid within 5 days of the completion of the consultation.

5. CANCELLATIONS OR CHANGE OF BOOKING DATE:

Personal Services: If the Client cancels a booking, the advance payment will not be refunded. Cancellations more than 7 days before the appointed session will not incur an additional charge. Cancellations less than 7 days before the appointed session will be invoiced for the full outstanding fee.

Corporate Services - If the Client wishes to change a booking, there will be no charge up to a limit of two appointment changes, at which point additional charges will be invoiced. A new consultation will be set, according to the availability of the Client and the Image Consultant. If The Client cancels a booking, the advance payment will not be refunded. Cancellations more than 7 days before the appointed session will not incur an additional charge. Cancellations less than 7 days before the appointed session will be invoiced for the full outstanding fee.

If, due to unforeseen circumstances, there is a need for Felicia Yarboro to change the appointment, an alternate date will be set according to the availability of The Client and The Image Consultant.

6. OPTIONAL TOOLS: We may provide you with access to third-party tools over which we neither monitor nor have any control nor input. The Client acknowledges and agree that we provide access to such tools "as is" and "as available" without any warranties, representations or conditions of any kind and without any endorsement. We shall have no liability whatsoever arising from or relating to your use of optional third-party tools. Any use by you of optional tools offered through the site is entirely at your own risk and discretion and you should ensure that you are familiar with and approve of the terms on which tools are provided by the relevant third-party provider(s).

7. INDEMNIFICATION Client agrees to indemnify, defend and hold harmless *Felicia Yarboro, Image Consultant* (and our parent, subsidiaries, affiliates, partners, officers, directors, agents, contractors, licensors, service providers, subcontractors, suppliers, interns and employees), harmless from any claim or demand, including reasonable attorneys' fees, made by any third-party due to or arising out of Client's breach of these Terms of Service or the documents they incorporate by reference, or Client's violation of any law or the rights of a third-party.

8. TERM/TERMINATION: This Agreement shall terminate automatically upon completion of the Services required by this Agreement.

9. **CONFIDENTIALITY:** The Client recognizes that *Felicia Yarboro, Image Consultant* has and will have the following information from The Client that is protected from improper disclosure:

Felicia Yarboro agrees not to, at any time or in any manner, either directly or indirectly, provide the above mentioned information to any third party without the prior written consent.

10. **CONFIDENTIALITY AFTER TERMINATION:** The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

11. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement, whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

12. **AMENDMENT:** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

13. **SEVERABILITY:** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14. **WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

15. **ERRORS, INACCURACIES AND OMISSIONS:** Occasionally there may be information on our site or in the Service that contains typographical errors, inaccuracies or omissions that may relate to product descriptions, pricing, promotions, offers, product shipping charges, transit times and availability. We reserve the right to correct any errors, inaccuracies or omissions, and to change or update information at any time without prior notice.

16. RELATIONSHIP OF THE PARTIES: The Parties acknowledge and agree that the Services performed by the Image Consultant, its employees, sub-contractors, or agents shall be as an independent contractor and that nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or otherwise between the parties.

Client:

(print name)

(signature)

Date: _____

Consultant:

(print name)

(signature)

Date: _____