

Policies

All policies noted in this document are to ensure the health and safety of everyone, as well as to ensure the integrity and professionalism of our artist-client relationship. Policies can be updated or changed at any time.

•Department of Health Policies

Below is a link provided, for information on Suffolk County's rules and regulations regarding body art procedures for licensed artists to abide by.

[Suffolk County Department of Health Article 14](#)

•Shop Policies

As I am not the owner of [Algorithm Tattoo & Fine Arts](#) I am an independent contractor, under lease agreement with the studio owner I must abide by their shop policies as per my lease agreement. As well as respect for the owner, and the studio environment as a whole.

•Booking Policies

Clients must fill out booking request forms, as well as booking agreement forms in order to solidify an appointment. These forms are to keep appointment and deposit records, to protect both you as a client and me as the artist. Filling out these forms are non-negotiable and must be completed in order to book an appointment.

When booking appointments, replies and filling out forms must be prompt. We will close any and all booking once the window of time for opening the books has completed. Any incomplete forms, un-sent deposits, or un-replied messages will result in the termination of the requested/desired appointment and will be reopened to offer to other clients. This particular part of the booking policy is in place to ensure fair selection and availability to all clients. As well as keeping live communication to a reasonable time frame for my assistant, and keeping deposit records chronologically accurate and organized.

•Deposit Policies

Deposits are nonrefundable under any circumstances, no matter the situation. However deposits are transferrable for a new appointment date. In order for a deposit to be transferred, the client must do so upon informing us they need to reschedule their appointment, and absolutely must choose the new appointment date at that time of rescheduling otherwise the deposit is annulled. We do not hold onto deposits without a valid and set appointment. Last minute rescheduling, and full cancellations, as well as no shows also are not permissible for deposit transfers.

Deposit transfers are acceptable when selecting a new date in the event of a rescheduling. Deposit transfers from person to person are not permitted, as this can be confusing and create difficulties for record and bookkeeping purposes.

Deposits must be used/expire 3 months after submitting the deposit. This is in place to keep better records of your deposits for both client and artist purposes. This helps ensure that you won't lose a deposit if you don't have another appointment in place for longer periods of time. All clients are required to sign the deposit agreement form.

•Payment Policies

For all transactions, there will be digital records as receipts as proof of payment to ensure proper bookkeeping and financial protection. These records will include the client's name and contact information, amount paid, date paid, and what the payment was issued for.

Methods of payment include and are completely exclusive to Venmo or cash. Payment methods that are **not** accepted but also not limited to, are as follows; CashApp, Zelle, PayPal, Credit Card, Check, wire transfers, money order, after-pay, bitcoin.

All transactions are final, nonrefundable, disputable, or negotiable.

•Gift Card Policies

For clients and non clients looking to leave a gift card for another person, this can be done virtually or in person. You are permitted to schedule the appointment date and time during the time of purchase for a gift card.

In the event that this is a circumstance in which there is a third-party making arrangements and payment for another client, you will be required to provide the recipient with proper information, and access to agreement forms for their appointment, which will be available to you at the time of the transaction after a date and time has been determined.

In the event that this is a circumstance in which there is a third-party making the **payment only** for another client, the recipient will be required to review, and complete the designated agreement forms for their appointment once they have selected a designated date and time.

Payments for gift cards are only accepted in the form of a Venmo transaction or in cash. Standard gift card amounts range between \$100-\$300 depending on the type of appointment. In the event you would like to leave a custom amount for the designated recipient, there is a maximum limit of up to 20% for the session total. Gift cards are valid for up to 3 months from the purchase date, **NOT** the selected appointment date.

•Rate Agreement Policies

When booking an appointment, and choosing a date, time, and duration period for your tattoo appointment, you are agreeing to the costs of paying for the time slot you have chosen. In doing so you are agreeing to pay the full amount for the time you have booked for your set appointment. For example, if you booked a 4-hour slot, you will be obliged to pay for the full 4 hours the day of your appointment.

By agreeing to this you acknowledge that you are paying for total time of your booking slot, including any last-minute adjustments, designing, stenciling, any additional necessary preparation, numbing pre or during procedure, needle-to-skin, and any intervals of intermission.

•Rescheduling Policies

In order to reschedule an appointment, you must notify us 10-14 days **or more** prior to your scheduled appointment, this is to allow ample time to fill the opening in the schedule. Any short notice of 7-2 days to reschedule will be considered cancellation, which in turn means your appointment and deposit will be forfeited. Any short notice of 1 day or same day rescheduling will be considered a no show and your deposit will be forfeited, as well as any remaining/current booked appointments that you have. This is to ensure incentive to give appropriate time to fill schedule gaps in place of a client's absence due to rescheduling or cancelling.

Clients **must** choose a new date at the time of notifying us for the need to reschedule, otherwise it is considered a cancellation and your deposit will be annulled, as we do not hold deposits without a solidified appointment date and time.

Clients are allowed up to **two consecutive** reschedules before forfeiting the deposit in place. Serial/repeat rescheduling is not permissible as a habitual action. This is to ensure the mitigation of client failure to commit, and to prevent unnecessary scheduling blocks which would have otherwise been accessible to other clients able to commit to the designated appointment slots. If the client has promptly shown for all appointments in between proper requests for rescheduling, the client may keep their deposit.

In the event that Megan needs to reschedule your appointment for any reason, you will be notified as soon as she is aware of the need to change your scheduled appointment. This is classified as a no fault reschedule, meaning the client will not be held responsible or penalized in this individual circumstance. As this is a circumstance in which is not within the bounds of your own control, you will be personally accommodated with moderate flexibility for new appointment date and time selection. Just as well your deposit will remain valid even if the soonest allotted rescheduled appointment date exceeds the 3-month expiry clause.

Emergency situations can be negotiated, and will be discussed between client and artist individually, and ultimately decided based on the circumstances at the artist's discretion.

•Cancellation Policies

If for any reason you must wholly cancel your appointment rather than reschedule, you forfeit your deposit and the appointment scheduled for that session.

If you have remaining appointments booked beyond that session, you will be required to leave a new deposit upon informing us of your cancellation in order to keep those appointments. If you do not leave a new deposit for your other remaining appointments, you will lose those appointments as well.

When cancelling an appointment, you must notify us as soon as you are aware you can no longer commit to your appointment. **Same day cancellations will be treated as no shows.** If there is an emergency forbidding you from attending your appointment or giving us notice in a timely manner, we will adjust based on the individual situation at hand.

In the event that Megan needs to cancel your appointment for any reason, you will be notified as soon as she is aware of the need to change your scheduled appointment. This is classified as a no-fault cancellation, meaning the client will not be held responsible or penalized in this individual circumstance. As this is a circumstance in which is not within the bounds of your own control, you will be personally accommodated with moderate flexibility for new appointment date and time selection. Just as well your deposit will remain valid even if the soonest allotted rescheduled appointment date exceeds the 3-month expiry clause. If a new date is unable to be selected or agreed at the the time of a no-fault cancellation, you will be granted a gift card equal to the paid deposit amount, and it will remain valid for 6 months from the date notified of a no-fault cancellation.

Emergency situations can be negotiated, and will be discussed between client and artist individually, and ultimately decided based on the circumstances at the artist's discretion.

•No Show Policies

As a client if you fail to commit to your appointment with no warning, communication, or reason (i.e. a no show) you will forfeit your current appointment for that day, any other existing appointments you have booked and your deposit. There are no exceptions.

•Appointment Transfers Policies

Transferring your appointment to another client is not permitted, under any circumstances. This is to ensure there is proper preparation, documentation, as well as appropriate allotted time frame to complete the originally approved tattoo appointment that was agreed upon.