



*amanda's*  
Spa & Beauty Services

Amanda's Spa & Beauty | 852 S 4<sup>th</sup> St. DeKalb, IL 60115 | (815)748-5887 | www.amandas-spa.com

### Contact Information

Client Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Time of Event: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Contact Instructions for the event: \_\_\_\_\_

What time do you need to leave the Spa? \_\_\_\_\_

May we use your pictures on our website? \_\_\_\_\_

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### Our Goal

Amanda's Spa & Beauty can provide a full range of services for you and your guests. You and your guests are very important to us and we will make every effort to ensure your day is special. Your party coordinator will be \_\_\_\_\_. She will assist you in scheduling and planning your appointments and services within our salon and spa. We strive to offer you the best service available. Please do not hesitate to ask for assistance from any of our staff members.

### Typical Services for You and Your Party

Please find the description of services most requested for group events. Our menu will provide a more detailed list of services that you may choose for your special day. All services start with a hot towel and a soothing cup of Aveda Tea.

*Manicures & Pedicures:* Our nail services are never rushed, manicures are reserved for 45 min and pedicures are reserved for one hour. Service includes clipping of the nails, cuticle care, exfoliation, massage, and polish. Service prices are based on time of day as well as allotted time to achieve the desired results.

*Facials, Massages, and Bodywraps:* We can accommodate up to four treatments at one time. These services start with a thorough consultation while receiving a soothing foot scrub treatment. The service that follows will be decided between you and your service provider based on your current needs. Service price is based on time of day as well as allotted time to achieve the desired results.



<b>Guests 9</b>								
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Special Needs or Requests:

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### **Payment and Scheduling**

*Reserving Appointments:* Advance booking is strongly encouraged so that we can accommodate all of your appointments and meet your desired scheduling. We understand that changes to your schedule are a part of the planning process and we will make every effort to accommodate these changes, subject to appointment availability.

*Marketing Promotions and Discounts:* Parties are not eligible for our marketing promotions and customer discounts.

*Cancellation Policy:*

***Cancellations must be made no later than 2 weeks prior to event. Any cancellations past this date will result in a full charge for the appointment. Appointment services and times can not be changed on the day of the scheduled appointments. Doing so will result in the loss of the appointment and full charge for the service will be incurred. It is important that all appointment services and times be closely adhered to as originally scheduled so that we may provide the optimal service you deserve on your special day.***

*Contact Changes:*

***All changes to contract must be made in writing and a new contract signed by both parties no later than close of business day M/D/Y \_\_\_/\_\_\_/\_\_\_\_.***

***Payment and Deposit:*** A 50% (non-refundable) deposit is required at the time of booking, encompassing the entire party and a credit card must be provided to hold reservation(s). The deposit amount may be applied to services rendered and any remaining money will be returned.

Total of Services Booked \$ \_\_\_\_\_ divided by 2 = Deposit Amount: \$ \_\_\_\_\_

*Credit Card (Circle One):* Visa, Master Card, Discover, Amex:

*Credit Card Number:* \_\_\_\_\_ *Expiration Date:* \_\_\_\_\_

*Billing Address:* \_\_\_\_\_ *Billing Zip Code:* \_\_\_\_\_ *CVV2/CID* \_\_\_\_\_

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### **The Big Day**

Congratulations and enjoy your day! Please make every effort to arrive for all of your appointments on time. This will allow our staff to provide the optimal service that you deserve on this day. Your coordinator may not be on site the day of your event but the salon coordinator on-site will be briefed and ready to help. Please do not hesitate to ask our on-site salon coordinator for assistance as needed.

**Gratuity has NOT been included and is at your discretion.** If you are happy with your services a 20% gratuity is recommended.

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I have read and understand the terms set forth herein:

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Salon Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_