



# 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 weekend of the event: \_\_\_\_\_

Do you want a photographer to take pictures of you while getting your hair done? \_\_\_\_\_

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 will provide a full range of services for you to prepare for your wedding day. You and your wedding party are very important to us and we will make every effort to ensure your day is special. Your Wedding 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 and please do not hesitate to ask for assistance from any of our staff members.

## Typical Services for You and Your Wedding Party

Please find the descriptions of services most requested by the bride and groom as listed below. Our menu will provide a more detailed list of services that you may choose for your special day.

### *Bridal, Bridesmaid, and Formal Hair Styling:*

Starting at \$55.00

Please allow at least one hour for this service. Brides are encouraged to schedule a trial run with their stylist prior to the event. Please bring along any headpiece, tiara, veil or any other items to be used on your wedding day. Your stylist will provide instructions as needed.

Please inform your wedding coordinator if anyone in your party has exceptionally long hair to assist us in scheduling the appropriate time for your bridesmaid(s). Please provide a description of any special requirements such as special headpieces or flowers. This information will allow us to schedule the appropriate time for each bridesmaid



<b>Bridesmaid</b>								
<b>Flower Girl</b>								
<b>Junior Bride</b>								
<b>Sister</b>								
<b>Sister-In-Law</b>								
<b>Other</b>								

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:* Wedding 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(s) will be incurred. It is important that all appointment services and times be closely adhered to, as originally schedule so that we may provide the optimal service that 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 wedding coordinator may not be on site the day of your wedding 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:** \_\_\_\_\_