

Amanda's Spa & Beauty
852 S 4th St
DeKalb, IL 60115
Tel. (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/Facebook? _____

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

Bridal, Bridesmaid, and Formal Hair Design:

Bridal trials 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 of any special requirements such as special headpieces or flowers. This information will allow us to schedule the appropriate time for each bridesmaid

All hair design prices are based on time. **Coming prepared to your service with clean dry hair will save you time and money.** Washing and blow drying or full head of curls may extend the amount of time that it takes to complete a service. If you would like an accurate price quote for you or any of your bridesmaids please schedule a 15 min consultation with your stylist any time before the event.

30 Min Hair Design	\$30
60 Min Hair Design	\$55
90 Min Hair Design	\$85

Remember our Spa Services: Include a spa pedicure and manicure for you and your wedding party. Also remember a relaxing massage for the man or woman paying the bills to make them feel special! Please refer to our detailed menu for a list of spa services to include as part of your total package.

	Name Address City, State Zip Phone Number	Mani	Pedi	Hair Design	Massage	Facial	Waxing	Makeup
Bride								
Mother or Bride								
Maid/Matron of Honor								
Bridesmaid								
Bridesmaid								
Bridesmaid								
Bridesmaid								
Bridesmaid								
Bridesmaid								
Flower Girl								

Junior Bride								
Sister								
Sister-In-Law								
Other								

Special Needs or Requests:

The Big Day

- **If you wash your hair every day**, then by all means wash your hair the day of your event. It's best to wash your hair a few of hours before your hair appointment.
- **If you don't wash your hair every day**, then we recommend that you wash your hair the day before your event. Overnight should give you plenty of time for the moisture in your hair to balance.

Here are some other tips to ensure you get a great hair design:

- It's best to add some product to your hair after you wash it. Mousse or gel will help prepare your hair to hold a curl and the style. Work the product through your hair with a comb and dry.
- If you know where you want your hair parted for your design, place your part before it dries all the way. It can sometimes be hard to "replace" your part once it dries.
- If your hair is straight, it can be helpful to blow dry your hair with your head tipped upside down to add body and volume.
- If your hair is curly and you want to wear it curly, allow your hair to air dry or blow dry with a diffuser to preserve your curl. Use curl friendly hair products to ensure that your curl behaves itself and does not become frizzy.

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 for **on-site** and is at your discretion. If you are happy with your services a 20% gratuity is recommended.

Scheduling and Payment

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:

For off-site wedding parties mileage at the rate of \$.52 per mile to and from the venue is required at time of deposit. As well as \$27.50/30min travel time for each stylist.

For off-site & Sunday wedding parties include a 20% gratuity per style.

30 Min Hair Design	\$36
60 Min Hair Design	\$66
90 Min Hair Design	\$102

Final Calculations:

Units of travel time	_____	X \$27.50 =	_____	X # of Stylists	_____	= \$ _____
# of miles to venue	_____	X	2			= \$ _____
# of styles at 30min	_____	X	\$ _____			= \$ _____
# of styles at 60min	_____	X	\$ _____			= \$ _____
# of styles at 90min	_____	X	\$ _____			= \$ _____
Total						= \$ _____

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 from above \$ _____ 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* _____

I have read and understand the terms set forth herein:

Sign: _____ **Date:** _____

Authorized Salon Signature _____ **Date:** _____