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### SPA PARTY ACKNOWLEDGEMENT FORM

Please return this page via fax once you approve of the spa itinerary.

Along with this page is a complete schedule and cost of your spa party. If there are any desired changes, please make them on the schedule and fax back.

If there are no desired changes, please sign below to confirm that your spa party is planned to your satisfaction and that you have read and understand the spa party policies.

- ~ A credit card is required for all spa parties.
- ~ A 50% non-refundable deposit is required for spa parties of 3 or more guests receiving 3 or more services. This deposit is non-refundable and non-transferable.
- ~ You must cancel one week prior to your spa party day to avoid the full service charge. However, the deposit is still non-refundable.
- ~ Any adjustments or changes made to the spa party day must be arranged 1 week prior to the date of services to avoid full service charges. If changes cannot be honored due to scheduling conflict, the guest must honor original schedule.
- ~ All guests are encouraged to arrive 15 minutes prior to services to ensure adequate time to complete client consultation forms.
- ~ Guests who are bringing refreshments, party goodies, etc. should arrive at least 20 minutes early to ensure that the spa lounge is setup prior to the party and services are not interrupted.
- ~ A 18% gratuity will be added to spa parties of 3 or more guests receiving 3 or more services.
- ~ Late arrivals may require schedule changes to prevent the discomfort of the next guest. However, if services are canceled due to late arrival, the full service fee will be charged.

#### PLEASE READ ALL FACTS BEFORE SIGNING

**Please Initial:**

- \_\_\_\_\_ I acknowledge that the attached itinerary is satisfactory for all spa party guest(s).
- \_\_\_\_\_ I acknowledge that the spa policies have been reviewed by all spa party guest(s).
- \_\_\_\_\_ I acknowledge that the 50% deposit is non-refundable and non-transferable.
- \_\_\_\_\_ I acknowledge that the remaining balance is due in full on the scheduled spa party day (unless the spa party is cancelled 1 week prior to spa party date).

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Type: Visa or MasterCard Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ V Code (3 digits located on back of card) \_\_\_\_\_

\*These simple policies insure that you will continue to receive the best service we can offer.  
We appreciate the opportunity to pamper you and your guests!