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## Welcome to Amenity Day Spa!

We are delighted to welcome you to Amenity Day Spa for Men and Women.  
Our goal is to provide each guest with an individualized, premium spa experience.  
We look forward to getting to know you so that we are better able to accommodate your individual needs and preferences.  
Thank you for choosing Amenity Day Spa!

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
email addresses: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please tell us how you heard about us: \_\_\_\_\_ Source (ie, Google, Washington Post, Facebook, Guest Name, etc.) \_\_\_\_\_

<input type="checkbox"/> Internet Search _____	<input type="checkbox"/> Social Media _____
<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> Direct Mail _____
<input type="checkbox"/> Magazine _____	<input type="checkbox"/> Loudoun Chamber _____
<input type="checkbox"/> Trade Show _____	<input type="checkbox"/> SpaFinder/SpaWish _____
<input type="checkbox"/> Guest Referral _____	<input type="checkbox"/> Other (please specify) _____

### Spa Protocols:

**Appointments:** Please plan on arriving 15 minutes before your scheduled appointment time. This will allow for any time you may need to get ready for your appointment and ensure you receive your full service. Unfortunately, it is necessary to charge late arrivals for the full amount of the service(s) booked. We require all appointments to be secured with a credit card. If you choose not to use a credit card to secure your appointment(s), you may pay in advance.

**Rescheduling:** Should you find that you are unable to keep an appointment you've booked, and need to reschedule, we require a minimum of a 24-hour notice for any single service, and a 48-hour notice for any multiple-service, spa package, or weekend (Fri-Sun) appointment reschedule. Failure to provide the required notice of reschedule will result in full charges for the service(s).

**Gratuities:** Gratuity is always left to the discretion of our guests. However, when paying for services with SpaFinder/SpaWish gift cards, we are unable to issue cash back to cover gratuities. Gratuities may be made in the form of cash or personal check, or added to a credit card when paying for services by credit.

**Children:** For the safety of your children and as a courtesy to our other clients, children are not permitted in the Spa. There are many items that may pose a risk to children. Additionally, many of our clients look forward to their services as a means to relax and unwind. For children who are receiving services, it is required that they are under adult supervision while at Amenity.

### Agreement:

My signature below indicates I have read, fully understand, and agree to the conditions of our policies detailed in the Spa Protocols

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_