

Bloomington Massage & Bodyworks, Inc.

Policies Effective 4/1/13

- Please remember to talk softly, turn off your cell phone and close all doors gently.
- Please be sure to write neatly so we can read your handwriting.
- Appointments are available Mon-Sat 10am-8pm Sun 12-5pm  
In home massage is available when the schedule permits.  
There is a travel fee per therapist per visit, not per session. There is no additional fee for multiple sessions per visit.
- A minimum of 4 business hours notice is required to cancel or reschedule any appointment or payment for the scheduled time is due. Some appointments may require more than 4 hours notice.
- All appointments are scheduled with definite beginning and end times.
- You should arrive 10-15 minutes prior to the start of your appointment.
- A call is expected if you are going to be late.
- All appointments are scheduled 15 minutes apart. Please do not delay other appointments.
- A full refund, minus processing expenses, will be given for prepaid appointments cancelled before the 4-hour deadline.
- We accept Cash, Local Checks, Visa or Master Card
- If during your visit to our office, there is anything we can do to make you more comfortable (change lighting, temperature, or music) please don't hesitate to ask.
- Anyone making any sexual request or sexual advance to their therapist will be escorted off the premises by local police.
- We appreciate your business, and we apologize for any inconvenience, however to best serve our clients no exceptions to these policies will be made.
- We reserve the right to refuse service.

I have read, understand, and agree to the policies stated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_