



## CONTRACT MODIFICATION

**Date:** September 01, 2023  
**Contract #:** UCPJMU6689  
**Service:** Massage Therapy Services for University Recreation  
**Modification #:** One  
**Issued By:** James Madison University Ph: 540-568-3130  
Krista McDaniel, Procurement Team Manager Fx: 540-568-7935  
**Contractor:** Zen Massage and Wellness, LLC  
Attn: Samantha Young  
9700 Old Church Road  
New Kent, VA 23124 Ph: 804-417-4760  
**Contract Administrator:** Kristin Gibson, University Recreation Center

### **Description of Modification Notice:**

The Contractor shall comply with the following modifications:

1. Contractor shall link from the UREC website to a landing page on their business website, which then connects to the booking and payment portal.
2. Contractor shall use the Square platform as the online booking and payment portal. If there are any alternative booking or payment portals requested, Contractor shall notify and receive approval from the University prior to switching to a new system.
3. Contractor may accept cash, check, or credit card payment (including pre-payment via Contractor's website). All credit card payments shall only be made through the booking portal or through a cellular payment terminal. Contractor shall not accept any payment while connected to the James Madison University network.
4. Contractor shall provide only booking calendar and reporting access to designated University staff. At no time should University staff have access to accept payment, unless otherwise approved by the University through a contract modification.
5. Contractor shall provide appointment cancellation language upon receiving appointment requests.

Except as provided herein, all terms and conditions of Contract Number UCPJMU6689 as herefore changed, remain unchanged and in full force and effect.

### **Zen Massage and Wellness, LLC**

**By:** Samantha Young  
Samantha Young  
Name (print)

Owner 9/5/2023  
Title Date Signed

### **James Madison University**

**By:** Krista McDaniel  
Krista McDaniel, CUPO, VCCO  
Name (print)

Procurement Team Manager 9/1/2023  
Title Date Signed