

# Rescheduling Policy

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We appreciate your business. So that we can best serve you, please be advised of these policies.

## **ARRIVAL TIME**

Please aim to arrive 15 minutes before your scheduled appointment time. If you arrive after your scheduled appointment time, it may not be possible to extend the time available for your booked service; if your service is shortened due to your late arrival, you may still be charged the full cost of the service. Please call if you will be more than 5 minutes late.

## **CHANGING OR CANCELING YOUR APPOINTMENT/NO SHOW FOR YOUR APPOINTMENT**

24 hours notice is required to reschedule or cancel a booked appointment. Less than 24 hours notice will result in a \$25 non-cancellation fee. "No shows" for appointments could result in a 50% fee of total cost of service(s). Continuous "no shows" for appointments will require a deposit, to be credited the day of service.

## **SICKNESS OR FAMILY EMERGENCY**

If you, or another person in your household, has an infectious or contagious illness, please contact us as soon as possible to reschedule your appointment for a later date. There is no penalty or timeframe required in this case, for your safety and that of other patients.

I agree to the policies described above.

Patient Name \_\_\_\_\_

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