



Cancellation Policy: I understand that unanticipated events happen occasionally in everyone's life. When you book an appointment that time is reserved for you. **24-Hour Advance Notice is Required** when canceling an appointment. This allows the opportunity for someone else to schedule an appointment. If you are unable to give me 24 hours advance notice you will be charged the **full amount** of your appointment. **No-Shows:** Anyone who either forgets or consciously chooses to forgo their appointment for whatever reason will be considered a "no-show" and will be charged the **full amount** for that session. This amount must be paid prior to the next scheduled appointment. **Late Arrivals:** If you are late, your session may be shortened in order to accommodate others whose appointments follow yours. Regardless of the length of the treatment actually given, you will be responsible for the **full session**. **Out of respect and consideration to your therapist and other clients, please plan accordingly, be ready and on time.**

New Client Booking Policy

All new clients will be required to pay in full upon booking for their first 3 appointments. After the first 3 appointments clients will be considered an established client and can pay at time of service.

Established client privileges may be revoked if last minute cancellations and/or no shows occur.

Signature_____

Date_____