

## Rescheduling Policy

We appreciate your business! So that we may best serve all of our clients, please respect these policies:

### **ARRIVAL TIME**

Please plan to arrive 10-15 minutes before your scheduled appointment time if you will be filling out intake/consent forms. This applies to first time clients, or clients receiving a new service.

If you arrive after your scheduled appointment time, it may not be possible to extend the time for your booked service; if your service is shortened due to your late arrival, you will still be charged the full cost of the service.

### **CHANGING YOUR APPOINTMENT**

24 hours' notice is required to reschedule or cancel a booked appointment, except in cases of contagious illness as described below or unforeseen emergencies. Clients who no-show or cancel with less than 24 hours notice will be required to provide a credit card to schedule future appointments.

### **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 time frame required in this case.

*I agree to the policies described above.*

Client Name \_\_\_\_\_

Client Signature \_\_\_\_\_

Date\_\_\_\_\_

