

Cancelation, Late & No-show Policy

I fully understand that unanticipated events happen occasionally. My hope is to be effective and fair to all my clients while respecting my business practices. Therefore, I am providing the following policies:

- **5 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 provide a reasonable time of advance notice you **will be charged 75%** for your missed appointment.
- **No-shows** Anyone who either forgets or consciously chooses to forget their appointment with no contact, will be considered a “no-show”. They will be **charged the full amount for their “missed” appointment** and future service will be denied until payment is made.
- **Grace Policy One 60Min session once a year** to be omitted. This will not be applicable to first time visits. Each client’s year will start on the day of their first visit. For sessions longer than 60Min, the remaining of the session will be charged. **The Grace Policy may be applied to late cancelation only.**

Arriving late Appointment times have been arranged specifically for you. If you arrive late your session may be shortened in order to accommodate others whose appointments follow yours. Clients who arrive with **less than 30 min** prior to the end of the session, will be denied service. Regardless of the length of the treatment actually given, you will be responsible for the “full” session, however we will do our best to satisfy the scheduled time.

If you are canceling or running late for your session, please call, text or email me. If a call the chosen method, please understand I might be in session. If I do not answer and you are canceling, a Voice mail **must be left** otherwise, your session is liable to be marked as a late cancel or no-show. A Name, the date and time must included in the voicemail.

Signature

Date