

CANCELATION POLICY

I understand that unanticipated events happen occasionally in everyone's life. In my desire to maintain an effective business and fair to all clients, the following policies are honored:

CANCELLING AN APPOINTMENT

To cancel appointment, please call/text 270-978-3801 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 50% of your appointment the 1st time; then the full amount after. This amount must be paid prior to your next scheduled appointment.

BROKEN APPOINTMENT/NO SHOW POLICY

A **"broken appointment/no show"** is someone who fails to cancel an appointment within 24 hours. Individuals who require treatment in a timely manner are inconvenienced by **broken appointments/no-shows**. Failure to appear for a scheduled appointment will be recorded as a "broken appointment/ no-show" in the client's chart. The client who missed the scheduled appointment will be charged a fee of the appointment..

LATE CANCELATION

Late cancelations (under 24 hours from the scheduled appointment) are considered as a **"broken appointment, no show"** depending on the life event payment will be charged.

LATE ARRIVAL

If you arrive more than 15 minutes late for your appointment it is considered a "broken appointment, no show".

Feel free to ask us any questions about this policy.

I have read and understandfully the Cancellation Policy and agree to be bound by its terms. In the event of a missed appointment, I agree to pay the cancellation fee.

Client Name (printed)

Client Signature

Date