

Cancellation, Rescheduling, and No-show Policy

It is our hope that we provide you with the very best quality in service, and in order to do that, our acupuncturists put aside the time that you have scheduled specifically for your treatment. If for any reason you need to change or reschedule your appointment, we ask that you do us the courtesy of letting us know as soon as you can so that we may offer that spot to another patient.

Please read the following and then sign the bottom to let us know that you have read and understand our policy.

If you need to **cancel** an appointment, please be sure to give us **48 hours** notice. We reserve the right to charge the full appointment fee if 48 hours notice isn't given.

24 hours notice is required for **rescheduling** an appointment. Except for extenuating circumstances, we will charge 50% of the appointment fee if less than 24 hours notice is given.

In case of a **no-show**, we will charge 100% of the appointment fee.

Although we make our best effort to send out appointment reminder emails one or more days before their scheduled appointment, it is the patient's sole responsibility to attend his/her appointment on time.

We thank you for your cooperation and encourage you to keep your appointments or give us sufficient notice should you need to cancel or reschedule, so as to avoid unnecessary charges.

I have read and understand this contract:

Signed _____ Date _____