



NOTICE OF APPOINTMENT CANCELLATION POLICY

**THIS NOTICE DESCRIBES OUR APPOINTMENT RESERVATION AND CANCELLATION POLICY.
PLEASE REVIEW IT CAREFULLY.**

We take pride in our warm and caring atmosphere. One aspect we really enjoy about our office is the opportunity to offer quality care and individual attention to each and every patient.

We like having that personal time with you. When that time is lost due to a short notice appointment cancellation, your treatment is delayed and other patients in need of treatment aren't given the opportunity to be seen during that time.

For these reasons, we request **48 hours' notice** if you need to cancel or reschedule. Broken appointment fees with less than 48 business hours' notice (not including weekends) or "no show" appointments **will be charged the rate of \$40.00 per hour** reserved.

We appreciate your understanding and consideration regarding our appointment policy and if you have any questions or concerns, never hesitate to ask us.

Patient name _____

Signature _____ Date _____

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