

The Importance of Keeping Appointments

Your appointment time has been reserved exclusively for YOU. I cannot and will never give your appointment time to anyone else. However, if you do not show up for your appointment, I cannot help you or anyone else during that reserved time period. I understand that things can come up and people may have to cancel their appointments. If you give me at least 24 hours advance notice, I can offer your time slot to someone else needing help.

Missed appointment or inadequate notification of cancellation affects not only me, but also the clients I serve.

This is such an important issue that I have had to put a policy in place to help prevent no-shows or inadequate notification of canceling. Please be aware of this policy. Thank you for your understanding and cooperation.

Cancellations and/or Missed Appointments—Clients must cancel session **24 hours in advance** or they will be charged a flat fee of \$65.00 for the missed session. Clients that fail to appear for their scheduled session **without any notification** will be charged a flat fee of \$65.00 for the missed session. Clients who cancel and/or miss **3 consecutive sessions**, will be placed on the waiting list and/or will be discharged from treatment for non-compliance. Voicemail is always available should you find the need to cancel.

I have read and understand the cancellation policy.

Client Signature

Date