



Appointment Deposit & Cancellation Policy

A \$100.00 non-refundable deposit is required for all appointments at the time of scheduling to confirm and hold your appointment. The deposit will be applied to your balance due at the end of your appointment. Please enter your initials that you have read this policy.

Cancellation Policy

We ask for at least 48 hours' notice (email is preferred), as a courtesy, if you will need to cancel or reschedule your appointment. We are more than happy to reschedule your appointment and apply your deposit towards a future appointment if you give at least 48 hours' notice.

We understand that unplanned circumstances can occur, and you may need to cancel or reschedule your appointment. If you reschedule or cancel your appointment less than 48 hours prior to your appointment time your deposit is non-refundable, and a new deposit will be required to book any future appointment. Please enter your initials that you have read this policy.

Late Arrival Policy

A grace period of 15 minutes will be permitted for unforeseen delays a client may encounter while travelling to our firm for their appointment. If a client is more than 15 minutes late to their appointment, the appointment may be canceled and need to be rescheduled. You will be charged the non-refundable deposit if the appointment must be canceled due to your late arrival. This process will ensure clients that do arrive on time are seen in a timely manner. Please enter your initials that you have read this policy.

I have read and agree to the above policy's:

Client:

Signature

Print Name

Date

Spouse: (if applicable)

Signature

Print Name

Date