

# BACK TO BASICS MISSED APPOINTMENTS

125 W. LAKE STREET ♦ SOUTH LYON, MI 48178 ♦ 248-921-0586

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## **Cancellation / No Show / Late Policy**

We understand that there are times when you must miss an appointment due to emergencies or obligation from work or family. However, when you do not call to cancel an appointment, you may be preventing another client from getting a much needed session.

**If an appointment is not cancelled at least 24 hours in advance you will be charged a thirty five dollar (\$35) fee.** Also, being late 10 minutes or greater will be considered a missed appointment, and you will be charged the cancellation fee.

Please provide us with a credit card that we can put on file. **Your credit card will not be charged unless you do not cancel your appointment within 24 hours of if you are a 'No Show'.**

Type of Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

CVV Code (on back): \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

I have read the Cancellation / No Show / Late Policy and I understand that I will only be charged the \$35 fee if I fail to cancel my appointment 24 hours in advance, or I am a 'No Show' or I am greater than 10 minutes late for my scheduled appointment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_