



# Acupuncture Wellness Center

## CANCELLATION POLICY

Effective Date 07/1/2017

At Acupuncture Wellness Center, appointments are made in advance by reserving the therapist's time to accommodate you. This time is reserved for you, and your treatment.

Additionally, our staff spends time meticulously preparing for each treatment by sterilizing, organizing, and arranging the rooms and materials prior to your arrival. This insures the highest standard of treatment and individualized needs of our patients.

We therefore require **no less than 24 hours notice** prior to canceling or rescheduling appointments.

**Patients who cancel or reschedule their appointments without proper notice will be assessed the full amount of the appointment as we do not have the ability to replace that time on short notice.**

Patient initials: \_\_\_\_\_

**Patients who arrive past their scheduled arrival time will have their treatment in the time remaining, and WILL be charged for the whole scheduled appointment.**

Patient initials: \_\_\_\_\_

We look forward to accomplishing all your treatment needs in a comfortable and caring environment. Thank you in advance for your cooperation.

Patient Name: \_\_\_\_\_

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

(If patient is a minor, parent must sign)

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