

## Cancellation/No Show Policy

There is a full visit fee for missed appointments without a 24-hour notice. A 48 Hour advance cancellation is preferred and 24 hours is required. The fee will be charged at your next scheduled appointment.

If you are unable to keep your appointment, please notify me as soon as possible. If I am not personally available to take your call my voicemail is always on and I can also be reached via e-mail at [lauren@tlcacupuncture.com](mailto:lauren@tlcacupuncture.com). Because I do not double-book appointments, when you break your appointment, I am not able to fill the empty spot (Unless, at least 24 notice is given). As time and space is limited someone else may not be able to receive a much-needed treatment. I value your time, so please value mine as well.

Please arrive on time for your appointment so you can relax and receive your full treatment. In return my practice will always minimize your waiting time. Those who are late will have a shorter session so the next patients won't have to wait.

Patient Signature \_\_\_\_\_ Date \_\_\_\_\_