**Cancelation & late arrival Policy Revised 2018**

**Canceling appointments**: We have a busy schedule and must assure that our established clients have access to treatments. When you cancel or reschedule with adequate advance notice, it is more likely that another client in need will be able to use your time-slot. If you cancel or reschedule at the last minute, or fail to show for your appointment, you are depriving another client of the care they need. Therefore, a $75 Cancellation Fee is charged for all missed, cancelled or rescheduled appointments without giving our office 24 hours’ notice. If a gift certificate was to be used, $75 will be deducted from the certificate. Your credit card on file will be billed, if there is no credit card on file, this fee will be due before scheduling your next appointment.

In the event that you need to reschedule your appointment, please call 505-980-3599.

**Late Arrival:** if you are more than 5 minutes late for your appointment, your appointment time will be shortened and you will still be responsible for the full amount of your scheduled session. We are sorry, but must do this out of respect for other clients that are scheduled.

By signing below I am in full agreement and will abide by the above policies

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Print Name

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Signature