4 Essential Balance LLC
Edgewood, NM 87015
4essentialbalance@gmail.com

Cancellation & Late Arrival Policy

Canceling or Rescheduling Appointments

I strive to provide access to treatments for all clients. Canceling or rescheduling with adequate notice allows me to offer your time slot to someone in need.

- **48-Hour Notice Required**: Cancellation, reschedule, or no-shows with less than 48 hours' notice will result in a **Cancelation Fee equal to the full appointment amount**.

- **Gift Certificates**: Missed appointments using a gift certificate will forfeit the equivalent session value.

- **Prepaid Appointments**: If you cancel or reschedule with less than 48 hours' notice or fail to attend, the full prepayment will be applied to the missed session. For cancelations made 48 hours or more in advance, the prepayment will be valid for a rescheduled appointment within six months.

- **Notification**: Cancelations or reschedules can be made online, via email at 4essentialbalance@gmail.com or by text/call at 505-980-3599. If you do not receive a response, please reach out using a different method to ensure I receive your message. It is your responsibility to ensure that I have received your message, if you do not receive a response you agree that the cancellation policy is still in effect.

Late Arrivals

Arriving late will shorten your session, but the full session fee will still apply. This policy ensures fairness and respect for other clients' scheduled appointments.

By signing below, I confirm that I have read, understood, and agree to the **Cancellation and Late Arrival Policy**.

_____
Print Name

_____
Signature

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