



No Show / Missed Massage Appointment Office Policy Form

When our office books your massage appointment, we are setting aside a time slot just for you. We only ask that if you must reschedule your appointment, that you please provide us with at least 24 hours' notice. This courtesy makes it possible to give your reserved time slot to another patient who would be more than happy to accept.

There is a charge of \$25.00 for a 30 minute scheduled appointment and \$50.00 for an hour scheduled appointment, for not showing up for scheduled appointments or for canceling less than 24 hours before your scheduled appointment. (If you have an emergency, i.e. a death in the family, you will not be charged.) If we are able to fill the time slot with another patient then you will not be charged.

**Repeated cancellations or missed appointments will result in loss of future appointment privileges.*

Every patient in our practice receives this unique reservation. When your appointment is made, a time is reserved, and our massage therapist makes arrangements to be ready for your visit. Except for emergency treatment for another patient, you can expect us to be prompt. We, of course, would appreciate the same courtesy from you.

Please take notice. The card that is provided below will be charged the above mentioned amount on the day of your scheduled appointment only if your appointment is not canceled within the requested 24-hour notice policy or if you do not show up for your appointment and we are unable to fill that time slot.

Credit Card # _____

(Circle One) – Mastercard – Visa – Discover - American Express

Expiration Date- _____

CC Security Code - _____

Patient Name _____

Patient Signature _____

Date _____