



## OFFICE AND FINANCIAL POLICY

### CANCELLATION POLICY

If you need to cancel or reschedule your appointment, please notify us 24 hours before your reservation. For spa packages, or multiple-service bookings, please notify us 48 hours prior to your appointment. A cancellation fee of 50% of the treatment price will be charged for a late cancellation. Failure to cancel a reservation will result in a full charge of the treatment price for the missed appointment. This policy allows others to enjoy our services. You'll need a credit card at the time of booking to secure your reservation.

### CONFIRMATIONS

As a courtesy to you, we provide a confirmation email prior to your appointment time. It is your responsibility to manage your appointment time.

### ARRIVAL

We suggest that you arrive at least 15 minutes prior to your appointment time. This will allow you ample time to sign in, complete any paperwork and prep for your treatments to maximize your appointment time.

### LATE ARRIVAL TIME

If you arrive late, your appointment may be shortened to allow the skin specialist to be on time for his/her next client.

Please be considerate of your reservation time. Thank you for your cooperation.

I agree to the above policy.

**PATIENT NAME** \_\_\_\_\_

**PATIENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CREDIT CARD #** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_