

**Four Seas Acupuncture LLC**  
**BOOKING, CANCELLATION AND NO SHOW POLICY**  
**Revised: July 1, 2021**

**BOOKING:**

Your appointment time is reserved just for you. A late cancellation or missed visit leaves a hole in the therapists' day that could have been filled by another patient. As such, we require that you provide a credit card on file for your initial consultation and treatment.

**CANCELLATIONS**

We require at least 24 hours' notice for any cancellations or changes to your appointment.

**NO SHOWS**

Patients who provide less than 24 hours' notice of cancellation, or those who miss their appointment, will be charged a "No Show/Cancellation" fee equal to 50% of the full cost of the visit for the first occurrence. Any subsequent same day cancellations or missed appointments will be charged a "No Show/Cancellation" fee equal to 80% of the full cost of the visit.

In the event of an actual emergency, consideration will be given on a case by case basis, and a one-time exception may be granted.

I have read and understand the 'Booking, Cancellation and No Show Policy' and agree to abide by its guidelines. I accept responsibility for keeping my scheduled appointments and for fees incurred if I fail to show up for my appointment or provide notice of cancellation within the required timeframe.