

## NO SHOW AND LATE CANCELLATION POLICY

We are committed to providing you with prompt and attentive service. We make every effort to schedule at a convenient time for you and as promptly as possible. Any appointment we have scheduled is reserved for you exclusively. Just as you expect us to be here for you, we appreciate your commitment to us.

If you need to reschedule for any reason, please give us **at least** 24 hours notice so that we may reserve the appointment time for someone else. No Shows and Late Cancellations with less than 24 hours notice are rarely available for other clients, nor can we bill your employer (in EAP cases) or your insurance for these sessions.

**We will, therefore, charge a No Show/Late Cancellation fee of \$50.**

This fee represents less than one half of our normal hourly rate and we will collect payment prior to the next session unless other arrangements have been made.