



## Rescheduling Guidelines and Late Policy:

**Please read carefully and initial \_\_\_\_\_** A 24-hour rescheduling notice is required. We realize emergencies happen and will be considered, but we reserve the right to charge a **\$65.00** fee for missed appointments without a 24-hour notice.

We understand that sometimes unavoidable circumstances arise and you, our dear client, may not always be able to make it to your appointment. In the event of such things we will do our best to accommodate you, we only ask that you do your part as well. Below are our policies regarding cancellations, no shows and being late for an appointment.

### Cancellations and Lateness

Your scheduled appointment reserves your slot for your convenience. In the event that you are not able to make it to your appointment, please let us know 24-hours before the scheduled date and time so we may adjust our schedule accordingly. In case you are not able to inform us 24-hours before, we reserve the right to charge you **\$65.**

In the event that you are 15 minutes late to your appointment, please understand that we will be forced to shorten your treatment time and end at the scheduled time in order for us to cater to our other clients who have an appointment after yours. If you are more than 15 minutes late to your appointment, we will consider that a cancellation and our policy stated for cancellations will apply.

### *No Call / No Shows*

If you are unable to call and inform us that you are unable to make it to your appointment, we reserve the right to charge you \$65 or we will completely take you out from our system if unable to pay.

### **In Case You are SICK**

In order for us to promote a healthy environment for our dear and valued clients, we request that you call us to reschedule your appointment in the event that you are sick. We will be forced to reschedule you and cancel your scheduled treatment if ever you show up to the clinic feeling unwell.

Thank you for understanding and we hope to serve you well on your way to getting clearer skin!