

Appointment and Financial Policies

We each maintain part of the responsibility for the success of our relationship. This includes factors related to scheduling and keeping appointments, handling financial responsibilities, and using the scheduled time appropriately.

Recognizing and respecting one another's time, we mutually desire to use session time wisely.

As the practitioner/teacher:

I will be on time for your appointments. Should an emergency arise, I will attempt to notify you *at least* 12 hours in advance of the need to reschedule your appointment. If I experience a crisis for which I am unable to contact you as above (such as a car accident, or death in my family), you will be contacted as soon as possible.

At the end of each appointment, I will confirm with you the next appointment. This will give you the opportunity to reschedule with an appointment time that is convenient for you.

As a small business owner I prefer payment in cash or by check. Payment apps like Zelle, Venmo, and Pop Money are also acceptable.

Yvette Ladd, Wellness Pursuits, June, 30, 2019

I ask that you make the following commitments (please read and initial each one):

- ***Keep scheduled appointments.*** If I need to cancel an appointment, **I will call to cancel at least 12-hours prior to the appointment. If I do cancel the appointment within 12 hours, I will pay a \$20.00 missed appointment fee.**
- *Be on time for all my appointments.* Sessions will begin and end on time. _____
- *Pay the fees for services at the time of service, unless I've pre-purchased a service package.* _____
- *Returned checks will incur an additional fee equal to the bank fee.* _____

I have read, understand, and agreed to the above Appointment and Financial Policies.

Signature of client and/or guardian if under 18

_____ Date _____

If you would like a copy of this signed form, please let me know

