

Soulshine Acupuncture LLC Policies

FINANCIAL POLICY

All payments are expected at the time services are rendered unless arranged otherwise with Soulshine Acupuncture LLC. Methods of payment currently accepted are: cash, check, and credit/debit card.

A 3% convenience fee will be charged for using a credit/debit card for payment.

For any returned checks an additional \$30.00 fee will be charged.

APPROXIMATE FEE SCHEDULE FOR ACUPUNCTURE SERVICES (subject to change):

Initial acupuncture treatment and exam: \$125.00

Follow up acupuncture treatments: \$100.00

CANCELLATION/LATE OR MISSED APPOINTMENT POLICY

Please recognize that scheduling an appointment involves the reservation of time specifically for you, and that consequently a minimum of **24 hours notice** is required to reschedule or cancel an appointment. In an instance of cancellation without 24 hours notice or no-show of a scheduled appointment, an **\$80 fee** will be charged. To ensure that all patients receive optimum time allowed for treatments, patients who arrive **15 minutes or later** will need to reschedule and will be charged the missed appointment fee after the second occurrence. In instances of repeated non-compliance with your schedule visits, Soulshine Acupuncture LLC reserves the right to discontinue care, or provide appointments on a pre-pay basis.

☐ I understand the policies above and will adhere to them in all respects.

Signature

Date