

LATE & NO SHOW POLICY

Effective Date: February 18, 2018

Introduction: This "Late & No-Show Policy" ("Policy") is established by Vee's Notary Services Plus LLC ("Vee's Notary Services," "we," "our," or "us") to ensure that our clients receive the highest level of service and professionalism. This Policy outlines our expectations regarding appointments and the consequences of lateness or no-shows. We encourage all clients to read and understand this Policy fully.

1. Appointment Scheduling: 1.1. Appointments with Vee's Notary Services must be scheduled in advance. Clients are encouraged to schedule appointments via phone, email, or our website.

1.2. Clients are required to provide accurate and complete information when scheduling an appointment, including date, time, location, and the nature of the notary services required.

2. Late Arrival: 2.1. Clients are expected to arrive promptly at their scheduled appointment time. Lateness may cause disruptions to our schedule and inconvenience for other clients.

2.2. If a client is running late for their appointment, they must promptly notify Vee's Notary Services by calling (561) 762-4657 no later than 5 hours before scheduled time. We will do our best to accommodate the client, but punctuality is crucial to maintaining our schedule.

3. No-Show Policy: 3.1. A "No-Show" is defined as failing to arrive for a scheduled appointment without prior notification.

3.2. Clients who "No-Show" for an appointment without notice may be subject to the following consequences:

3.2.1. The missed appointment may be marked as incomplete, and the client will need to reschedule the service.

3.2.2. Clients will be required to pay a fee for the missed appointment. The fee will be \$50 and will be communicated to the client.

4. Exceptions: 4.1. Vee's Notary Services understands that unforeseen circumstances may arise. Clients facing emergencies or significant delays are encouraged to contact us as soon as possible. We will work with clients on a case-by-case basis to accommodate their needs.

5. Accountability: 5.1. Clients are responsible for adhering to this Late & No-Show Policy. By scheduling an appointment with Vee's Notary Services, clients agree to abide by the terms outlined in this Policy.

5.2. Clients are responsible for paying any fees associated with No-Show appointments promptly.

6. Review and Amendments: 6.1. Vee's Notary Services reserves the right to review and amend this Policy at its discretion. Clients will be notified of any changes in advance.

Conclusion: Vee's Notary Services Plus LLC is committed to providing excellent notary services to our clients. We believe that a strict adherence to this Late & No-Show Policy is

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necessary to maintain our service quality. Clients who have any questions or concerns about this Policy are encouraged to contact us for clarification.

Contact Information:

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