

Wood Rabbit Acupuncture, LLC
3058 Brodd Lane
Ephraim, WI 54211

Cancellation, Missed Appointment, and Late Arrivals Policy

We understand that schedules change and things come up, but in fairness to our practitioners, families, and patients, we must strictly adhere to the following cancellation and missed appointment policy.

24-Hour Cancellation Required:

Appointments cancelled or rescheduled with fewer than 24 hours or a missed appointment will be charged a \$50 cancellation fee. This amount must be paid prior to your next scheduled appointment.

If you are unable to keep your appointment, please notify us as soon as possible. At least 48 hours advanced cancellation is preferred and 24 hours is required.

You can leave a phone message or text at (920) 421-4221 or e-mail at woodrabbitacu@gmail.com.

We do our utmost to respect your time, so please try your best to respect ours. Thank you for your understanding in these matters.

Late Arrivals:

Please arrive 5 minutes before your appointment so that you can use the restroom and relax before your practitioner sees you.

If you arrive late, your session may be shortened in order to accommodate others whose appointments follow yours. Depending upon how late you arrive, your therapist will then determine if there is enough time remaining to start a treatment. Regardless of the length of the treatment actually given, you will be responsible for the full session.

I HAVE READ, UNDERSTOOD, and AGREE to the above policy.

_____	_____	_____
DATE	CLIENT NAME (PRINT)	CLIENT SIGNATURE