



## CANCELLATION & RE-SCHEDULING POLICY

We understand that there are times when you will need to cancel and/or reschedule your appointment. We are pleased to accommodate your needs. It is our policy, however, that all cancellations and/or rescheduling be done **at least 24 hours prior** to the date of your appointment. Cancellations must be made either in person or on the telephone. Email confirmations are not accepted.

**A fee of \$50.00 will be charged** if your cancellation is not done 24 hours prior to the date of your appointment.

If you are late for an appointment, we will make the best effort to treat you in the time remaining. If your appointment starts late as a result of delays at The Atlantic Center, we will ensure you receive a full treatment.

Thank you for your understanding.

Please sign here indicating that you understand and accept this policy:

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Date: \_\_\_\_\_