

Appointment Protocol

Services provided outside of the usual appointment time, including telephone conversations lasting longer than 10 minutes, preparation of documents, preparation for/attendance at legal proceedings, or extensive interactions with insurance companies will be billed at a pro-rate of \$50 per hour. Payment may be made with cash, check, or credit card. There will be a \$35 charge for returned checks. Accounts past due over 90 days will be referred to a collection agency. I do not accept pre-payments.

Missed Appointment Policy

When you make an appointment with me, it is time that I reserve exclusively for you. Because of this, please provide me with at least 24 hours notice should you need to cancel or change an appointment. Inability to attend appointments on a regular basis will constitute grounds for termination of treatment. There is no fee for appointments cancelled by myself.

Cancellation Policy

Cancellation 24 hours or more before appointment:	No Charge
Cancellation less than 24 hours:	50% of treatment cost
Cancellation without notice (no show):	75% of treatment cost

I have read, understand and agree with the above mentioned policy stated by Kate's Day Spa.

Signature: _____

Date: _____