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#### CANCELLATION & RESCHEDLING AGREEMENT POLICY

Due to numerous last minute cancellations, rescheduled and no-show appointments, we have had to implement a Cancellation and Rescheduling Agreement Policy. We are unable to fill last minute cancelled, rescheduled or missed appointments. We will be happy to email or text you an "appointment reminder" 48-24 hours prior to your reserved appointment, if we have your correct information to do so. By reading and signing this document states that you understand our policy when scheduling a reserved appointment at our establishment.

- Appointments cancelled or rescheduled before 24 hours of a reserved appointment will not be assessed a fee.
- Appointments cancelled or rescheduled after 24 hours of a reserved appointment will be assessed 50% of the service cost.
- Appointments that are missed and do not call to cancel or reschedule a reserved appointment will be assessed 100% of the service cost.
- This policy applies to all clients and all reserved appointments.
- All assessed fees must be paid in full before another appointment may be scheduled and/or services rendered.
- All gift certificates, deal vouchers, and/or coupons will be forfeited without a 24 hour notice prior to cancelling, rescheduling, or missing a reserved appointment.

This document can also be found posted in our office and on our website at [www.nurturedbody.com](http://www.nurturedbody.com) on our "policies" page. This document will become effective with your dated signature and placed in your client file. You may also request a copy of this document for your records. Thank you for your cooperation and understanding.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_