



CANCELLATION/NO SHOW POLICY

Due to a high volume of appointments missed without 24 hour notice, we have initiated a new policy here at Susan C. Jackson & Associates.

There will be a 3 step penalty process:

The **first** account will have a **\$10 charge** this will need to be paid before your next appointment along with a form of acknowledgment to be placed in your file.

The **second** account will have a **\$25 charge** and a second form will be signed.

Regretfully if a **third** time occurs, the **full treatment fee** will need to be paid before your next appointment. The client's file will contain all three acknowledgement forms and the client will remain on the three strike policy.

Thank you for your understanding.

Signature: _____ **Date:** _____

Restore, Maintain, & Enhance your well being!
Susan C. Jackson & Associates