

## Office Policies

### Payment Options

- Payment due at time of service unless prior arrangements have made.
- A 24 hour notice for cancellations is appreciated.
- A charge of \$25.00 will be applied for cancellations made the day of the appointment
- Late appointments will not be extended and the fee for the original appointment will be payable.
- Returned checks will be assessed a \$25.00 fee.
- A “no show” appointment will be charged at full price.

### Discontinuation of Care

- In the event that care is discontinued for any reason, any outstanding balance is immediately due and payable.
- Pre-paid packages are non-refundable.

### Professional Grade Supplements

- All supplements must be paid for at time of purchase.
- Unopened supplements can be returned for a full refund within 60 days of purchase.
- Supplements are not included in the consultation fee.

I understand the above policies.

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Signature

Date