

# neos zoe

New Life Through Balanced Living

## Cancellation Policy

By giving last minute notice or no notice at all, you prevent someone else for being able to schedule into that time slot. As a courtesy to our team and other clientele, please give 24 hours notice if you cannot make your scheduled appointment. If you fail to provide adequate notice, you will be charged the full amount for your session which must be paid prior to your next scheduled appointment. If payment is not received for any missed appointment, future appointments will not be scheduled until payment is received.

## Late Arrival Policy

Appointment times have been arranged specifically for you. If you arrive late, your session will be shortened in order to accommodate other clientele whose appointments may follow yours. Regardless of the length of the session actually received, you will be responsible for the full session amount.

I, \_\_\_\_\_, have read and agreed to the above office policy.

*(Please print name)*

Signature: \_\_\_\_\_  
*(Parent's signature, if minor)*

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