

# **Life Renewal Hypnosis**

## **Making Appointments, Missed Sessions and Rescheduling Policies**

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### **Making Appointments Policy**

We require a credit card number or an advanced payment (check/cash) to hold and confirm an appointment.

Credit cards will not be charged unless you do not show up, cancel or reschedule your appointment without the required two working days' ( i.e. Monday – Friday) notice.

Checks will not be deposited until two days before appointment.

### **Cancellations, Missed Appointments and Rescheduling Appointments Policy**

Credit cards will not be charged if the client cancels or reschedules two office (working) days before the day of the appointment. For example, if the appointment is on Thursday, in order not to be charged for an appointment, our office must be notified of the change no later than Tuesday during office hours. No exceptions.

Clients making cancellations, missing appointments or rescheduling on the same day as the appointment will be charged for the time scheduled for that day, because we will be unable to utilize that time to schedule in another client upon such short notice. No exceptions.

This is being done to ensure that our appointment times are being best utilized. Many clients need to wait 1-2 weeks to come in. If we are given enough advance notice, then we are able to schedule our clients efficiently.

This will also ensure better use of our hypnotherapists' time. Hypnotherapists better serve our clients when appointment times are being kept.

We thank you for your understanding and we look forward to serving you.