

# ACTSolutions

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## LATE CANCELLATION OR “NO-SHOW” POLICY

Missed appointments or late cancellations are costly to everyone. Many appointments must be scheduled several days or weeks in advance to accommodate individual schedules. A last minute or even same day cancellations often leave a desirable time slot unable to be filled.

Therefore, appointments canceled without a 24-hour notice will be subject to a \$40.00 charge. “*No-Shows*” will be subject to the full **appointment fee**.

*If there is any question regarding this policy, I will discuss it with the therapist, otherwise my signature below indicates that I understand and will abide by this policy.*

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Signature

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Date