

ACTSolutions

1000 Texan Trail, Suite 205 Grapevine Tx 76051 817.328.0888 Fax 817.310.0746

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.

Signature

Date