



WELLSPRING

mindfulness & wellbeing

NOTICE OF OFFICE POLICIES

In a desire to be effective and fair to all clients, the following policies are honored at Wellspring. Please let me know if you have any questions or concerns.

1. **24-Hours Cancellation:** As a courtesy to other clients and your practitioner, please give as much notice as possible if you need to cancel your scheduled appointment. This allows the opportunity for someone else to book that time.
 - If you cancel an appointment with less than 24-hours notice, you will be charged the full fee for the session you were scheduled for. This amount must be paid prior to your next scheduled appointment. Please note that all Monday appointments will require Friday notification.
 - If you are scheduled for a service from a package previously purchased, or as a monthly membership appointment, you will forfeit that visit.
 - If for any reason your practitioner needs to cancel the appointment, you will also be given a minimum 24-hours notice.

2. **Reminder Call:** As a courtesy to you, Wellspring offers a reminder call on the day prior to your visit. Please indicate your preference below:
 - Yes, I would like to receive reminder calls for my appointments at this phone number: _____
 - No, I prefer not to be called.

3. **Payment** is due at the time of services unless other arrangements have been made. There are no refunds on prepaid services.

4. **Late Arrivals:** If you are late for your appointment, your session will conclude at the allotted time in order to keep on schedule. You will be charged the full session price.

By signing below, you are stating that you fully understand and consent to the office policies.

Signature of Client or Responsible Party

Date