

Helpful Information and General Policies

I have created this information sheet in the interest of therapist/client communication and to provide you with the best session and overall service. Please read this prior to coming to your first appointment so you will know what to expect

Rescheduling/Cancellation Policy

If you are ill, please contact me to reschedule, even if it's at the last-minute. "Illness" refers to:

- Fever
- Coughing, sneezing
- Nausea, vomiting and other digestive disturbance where you would need frequent use of the bathroom
- Severe skin rash or contagious skin rash
- Pink eye
- Significant sinus congestion

Not only do I want to limit my exposure to viruses or other contagious conditions so I don't inadvertently pass them on to others, I want you to have the best session possible, and if you are coughing and sneezing, you won't be able to lay flat (or nearly flat) on the table to receive Acupressure and Reiki. It is very rare when "occasional" coughing doesn't turn suddenly into a severe coughing fit when on the massage table. If you arrive with any of the above conditions, I will send you home to rest and recover.

Other than in cases of illness or other emergency, if you can, please contact me at least 24 hours in advance to cancel or reschedule an appointment. I understand this isn't always possible, so I don't charge a missed appointment fee each time you have to cancel or reschedule last minute, or if you "no show." However, if the problem of multiple last-minute rescheduling, cancellations, and no-shows is frequent and/or consistent, you will be offered two options:

- A. If you want to maintain advance appointment privileges, you may pay an advance deposit towards the next appointment, which will be used towards the cost of the appointment when kept. If the appointment is not kept, it will be used to reimburse me for ½ of the lost income, or
- B. You may call or contact me on the day you would like a session to see if any time is available.

Payment Policies.

Payment is expected at the time of the session. I currently accept cash, checks (with ID for first-time clients), and credit cards via my website. You can also pay with PayPal. I cannot accept debit cards at this time.

I do not accept post-dated checks. You are always welcome to pay by credit card.

If you purchase a series, in order to maintain the discount rate, the total amount must be paid for at time of purchase.

I have read the foregoing policies and understand them.

DATE: _____

Signature