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**The Living Well Agency, LLC**

Cancellation Policy

If you are unable to attend an appointment, we request that you provide at least 24 hours advanced notice to the office either via phone or email. Since the practice is unable to use this time for another client, please note that you will be billed in the amount of $35.00 if it is not timely cancelled, unless such cancellation is due to illness or an emergency. For late arrivals, the session shall end promptly at the time originally scheduled. For example, if a session begins at 11AM and the client arrives at 11:30AM, the session will end on time as previously scheduled at 12noon or after the 60-minute session time has been reached. The billing fee for a late session is the same as a normal session fee and is not prorated. We appreciate your help in keeping the office schedule running timely and efficiently.

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Client Signature (Client’s Parent/Guardian if under 18) Date