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***Appointment Policy***

Our office is committed to respecting your time for all appointments. We do not “double book” the time we reserve especially for you. We therefore request that you arrive ***on time*** for your visits. ***We also require 48 hours notice to change any appointment*** you reserve with our office. This allows others to utilize our time should any change in your schedule occur. Abuse of these policies may result in charges for broken or missed appointments.

I have read and understand the above, and agree to abide by these policies.

\_\_\_\_\_ Date \_\_\_\_\_  
(signature)