

AUSTIN BODYTALK

OFFICE POLICIES AND PROCEDURES

**Hours: Day and evening weekday appointments
Some Saturdays. Available by appointment only.**

Payment by cash, check, or credit card is due at time of the appointment; any other arrangements must be made in advance. Any unpaid balances incur an additional \$5.00 handling fee and will be billed at the first of the month.

I will make every effort to schedule appointments far enough apart so that you seldom have to wait. Sometimes waits are unavoidable. However, please know that I will give you the same quality time during your session.

Please remember to turn off your cell phone before entering the office. If you need to use your cell phone, please conduct your conversation outside of the office as a courtesy to those who are in session.

You will be responsible for any return check fees for insufficient funds.

Appointments cancelled with less than 24 hours notice will be subject to and billed the full charge.

Please be on time for your session. When you are late, it limits the time I can spend with you.

Confidentiality will be maintained at all times.

Please sign that you have read and agree to the above guidelines.

Signature_____ Date_____