 907-746-3270 810 S Colony Way, Palmer, Alaska 99645

**Payment/Cancellation/No Show Policy**

We respectfully request that you give as much notice as possible in the event that you must change an appointment time. Although we understand how busy life can be we often have clients on a waiting list and the more notice that we have, the easier it is to make these appointment times available to those who need them.

**Appointments cancelled with less than a 24 hour notice will be charged half of the scheduled fee. Do you agree to the above? Initial:\_\_\_\_\_\_ Yes/No**

Courtesy insurance billing is provided if you have verified your coverage for the scheduled services. You must fill the Billing Information form prior to your visit to be billed the appropriate co-pay/percentage/deductible at the time of service. Once payment is received from the insurance company, you will be billed or credited for the remaining balance. Otherwise, if the insurance verification form is not complete or you do not have insurance coverage, you will be charged the out-of-pocket pay rate for the service.

**Do you agree to the above? Initial:\_\_\_\_\_\_ Yes/No**

If you are more than 15 minutes late for your appointment, you will be charged the full amount for the session, but may not receive the full massage as scheduled.

**Do you agree to the above? Initial:\_\_\_\_\_\_\_ Yes/No**

**Signature/Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_