**BUSINESS POLICIES**

I have created these business policies to facilitate efficiency in my professional practice, and to provide an optimal massage therapy experience for you.

Cancellations: Your appointment is made exclusively for you and as such, I appreciate your respect for and commitment to this time.

* Minimum of 24 hours advance notice is required to avoid charges.
* With less than 24 hours and more than 8 hours, the charge will be one-half the session fee.
* With less than 8 hours notice, the full fee will be charged.

Communications:  The most effective and preferred means to get in touch with me is by phone - **(301) 231-8695**, especially if you would like to schedule, change or cancel appointments. Please call after 8:00AM and before 9:30PM.

Rockville office - .  Please use this number to schedule, make changes, or cancel appointments or otherwise obtain information.

You may call or text me on my cell phone - **(240) 406-0156** on Monday & Wednesdays; i.e., if you are running late for your appointment at DC office, need directions, etc.

Payments:  May be made at the time of the session by cash or check (preferred) and I am now accepting credit cards. Cost - $165.00 for the first session; thereafter, 1 hour - $105.00; 1-1/2 hours - $145.00.

Timeliness:  Please plan to arrive at the scheduled time, rather than early or late. This ensures that you may receive the full time allotted to you and that I will be adequately prepared for you. If you are running late, I'd appreciate a call.

Please initial below to indicate you have read and understand these policies and make a copy for your records.

Initials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_