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

Cancellations:

* 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.

Phone Calls:  Please call between 8:00AM and 9:30PM.

Rockville office - (301) 231-8695.  Please use this number to schedule, make changes, or cancel appointments or otherwise obtain information.

You may call me on my cell phone - (240) 994-8903 on Monday & Wednesday only; i.e., if you are running late for your appointment at DC office, need directions, etc.

Payments:  May be made by cash or check at the time of the session. No credit cards are accepted. Cost - $160.00 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.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_