

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 required.

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.

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 - \$150.00 for the first session; thereafter, 1 hour - \$95.00; 1-1/2 hours - \$135.00.

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: _____