



Office Cancellation/ No Show Policy

Our goal is to provide quality dental care in a timely manner. In order to do so, we have had to implement an appointment/cancellation policy. This policy enables us to better utilize available appointments for our patients.

- **Cancellation Policy**

Cancellations must be made at least 24 hours in advance of your scheduled appointment.

Appointments canceled with less than 24 hours notice will incur a cancellation fee equal to 50% of the scheduled service cost.

- **No Show Policy**

If you miss your appointment without prior notice (a "no show"), you will be charged 50% of the service cost.

Repeated no-show may result in the requirement of prepayment for future bookings.

- **How to Cancel Your Appointment**

To cancel an appointment, please call our office during normal business hours. You can cancel via email within a 24-hour work day.

- **Scheduled Appointments**

If a patient is 15 minutes late past their scheduled time, we may need to reschedule your appointment, which could incur a same day cancellation fee.

Patient Name: _____ Signature: _____

Date: _____