

# The Personal Wellness Center

6508 Deer Pointe Dr., Suit 4C, Salisbury, Maryland 21801

Telephone: 410-742-6016

Fax: 410-742-6014

Welcome to the Nutritional Coaching with Kelly Williams

## MISSED/CANCELLATION APPOINTMENT POLICY

My Nutritional Coaching practice is structured just like a doctor practice, where a specific time slot is scheduled just for you and cannot be filled at the last minute.

For that reason, my missed appointment policy requires at least 24 **hours' notice of cancellation or rescheduling**. Otherwise, the full-service fee of \$75.00 will be charged to the credit card number provided and on file.

Exceptions of course will be made for emergencies such as illnesses and accidents. Forgetting your appointment or last-minute work or social obligations are not considered emergencies, so a missed appointment fee will be charged to you in those circumstances.

Thank you for your consideration in this matter.

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Name

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Signature (or signature of guardian)

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Date