

## **Hypnotic Wellness Methods Making Appointments Missed Sessions and Rescheduling Policies**

### **Making Appointments Policy**

We require payment of each appointment in full before any appointment is booked. Since sessions are reserved only for purposes of hypnotic self-work and relaxation, money will not be exchanged or discussed at that time. All sales are final.

For clients who are given discounted rates for booking into a program, you have the option to pay the first single session cost of a 1<sup>st</sup> session, and will be given an option through email after your session with the option of the discounted rate of the quoted program if you wish to continue.

### **Cancellations, Missed Appointments and Rescheduling Appointments Policy**

We require two business days' notice when cancelling or rescheduling appointments.

Credit cards will not be charged extra or have additional costs deducted if the client cancels or reschedules two office (working) days before the day of the appointment. However, you MUST For example, if the appointment is on Thursday, in order not to be charged for an appointment, our office must be notified of the change no later than Tuesday during office hours. Inclement weather is the only exception but will be required to reschedule on the same day, or client will be charged for the session in full. Clients making cancellations, missing appointments or rescheduling on the same day as the appointment will be charged for the time scheduled for that day, because we will be unable to utilize that time to schedule in another client upon such short notice. Inclement weather is the only exception, but will be required to reschedule same day, or client will be charged for the session in full. This is being done to ensure that our appointment times are being best utilized. Many clients need to wait 1-2 weeks to come in. If we are given enough advance notice, then we can schedule our clients efficiently. This will also ensure better use of our hypnotherapists' time. Hypnotists better serve our clients when appointment times are being kept.

**We thank you for your understanding and we look forward to serving you.**