

## **Office Policies & Fee Schedule**

### **Cancellation**

Twenty-Four hour notice is required to cancel a scheduled session. Missed appointments or cancellations with less than 24 hour notice will be charged for the full session.

### **Lateness**

Please make every reasonable effort to arrive on time. Your scheduled appointment slot is for you. Late arrival will shorten the session. If you are running late, please give a courtesy call. After 30 minutes you will be considered a "no-show" and charged accordingly.

### **Confidentiality**

All information shared between a client and the therapist remains confidential except for minors or the elderly who are under the care of a guardian. In some cases the client will be asked to sign a release form to allow the LMT to discuss the client with their primary care doctor or other health care provider.

### **Payment**

Payment is required at the time of treatment. If you need a receipt for your records or for submission for insurance reimbursement please let the LMT know at the time of scheduling.

### **Fees & Services**

Treatment fees are as follows:

1 hour sessions	\$60
1 1/2 hour sessions	\$80
2 hour session -30 min. Reiki & full body session	\$100

Rates are subject to change without notification. Rates shown reflect current rates at time of receipt of this form.

### **Gift Certificates**

Gift Certificates are available on request at the above rates. Certificates will be redeemable as credit towards current rate at time of services if rates have changed.

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Client's Signature

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Parent or Legal Guardian Signature (if under 18 a parent or guardian must sign)

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Date: