

Payment and Cancellation Policies

Anne Kinchen, Licensed Acupuncturist
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Payment is by check or cash only, the office does not accept credit cards. Make checks payable to Anne Kinchen, R. Ac. Full payment is expected at the time of services rendered. Returned checks will be charged \$20 in accordance with bank policy.

If a check is declined twice, subsequent payments must be made by money order or cash.

CANCELLATION POLICIES

- If you must cancel your appointment, PLEASE call as soon as possible to avoid being charged for the missed appointment.
- You must call before 5pm the day before your appointment to avoid charges for the scheduled appointment.
- Exceptions can be made for medical emergencies and inclement weather.
- If you are an infertility patient and you start your period the day of your appointment, you may cancel it without penalty.
- If Anne must cancel your session for any reason, she will call you by 5pm the day before.
- If for some reason Anne misses your appointment, you will, of course, not be charged for it and your rescheduled appointment will be at no charge.

I, _____, (Print Name) certify that I have read and understood the statements above, and agree to abide by them.

Signature: _____

Date: _____