

**Payment and Cancellation Policies**

**Anne Kinchen, Licensed Acupuncturist  
25200 Chagrin Blvd #103 Beachwood OH 44122  
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ClevelandAcupuncture@gmail.com  
www.clevelandacupuncture.com**

Payment is by check, cash, or credit card. Make checks payable to Anne Kinchen, LAc. 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: \_\_\_\_\_