

Royal Therapeutic Services

Cancellation Policy Disclosure

Royal Therapeutic Services understands that unexpected events or time conflicts can sometimes get in the way of keeping your appointment. We request that you notify us at least 24 hours before your appointment, if you need to cancel, so that we can book another client. We know that it is not always possible to give 24 hour notice and so we tend to be lenient with our cancellation policy.

We know that life happens and will always try to work with you to reschedule your appointment to a day/time that is more convenient for you. We respect your time and hope that you will respect ours.

However, in the case of repeated, short-notice cancellations, we do reserve the right to charge a cancellation fee of \$30.00, at our discretion. If this fee is assessed, we will notify you by phone, text or email before the transaction occurs.

Please fill out the credit card information below for our files. By signing this disclosure you authorize Royal Therapeutic Services, at our sole discretion, to assess a \$30.00 fee in the event of an appointment cancellation by you less than 24 hours in advance of the scheduled appointment.

Please be assured that **your card information will remain secure**, and that it will **only be used to assess a cancellation fee AFTER you have been properly notified** .

No copies will be made of this document and should you decide to stop using our services at any time, the information will be destroyed or returned to you upon your request. If we don't hear from you, this document will be destroyed one year from the time of your last appointment as part of our regular record keeping practice.

We thank you for your understanding.

Credit card type: _____

Card Number: ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____ / ____ ____ ____ ____

Expiration: ____ ____ / ____ ____ / ____ ____ ____ ____

Security code: ____ ____ ____

Print Name: _____

Signature: _____

