

Evergreen Center for Therapeutic Massage

Office Policies

Client Name: _____

*Our clients are the best! And although we rarely have to exercise our rules and regulations, we do have a few. These help us keep the relationship between therapist and client as professional and therapeutic as possible. Please be advised of the policies for this office. **Your signature below signifies acceptance of these policies.***

Cancellation

If you should need to cancel or reschedule your appointment, a 48-hour notice is preferred. A 24-hour notice is required in order to avoid a \$45 cancellation fee**. A no-show, no-call will be charged the full amount of the session**.

**Please understand this is because our therapists may have turned away other paying clients to hold the appointment for you. Payment is due before your next appointment.

Tardiness

Appointment times are as scheduled and cannot extend beyond the stated time to accommodate late arrivals. Please be on time to your appointment.

Sickness

Massage/bodywork is not appropriate care for infectious or contagious illness. Please cancel your appointment as soon as you are aware of an infectious or contagious condition. If it is within the 24-hour notice period, the cancellation fee may be waived.

Signature: _____ Date: _____

Electronic Mailing Opt In

As a convenience to you, we send out a weekly email with our available appointments for the next two weeks. We will also send out occasional promotional emails.

- Yes! Please sign me up for your electronic mailing list.
- No, thank you.

The best email address for me is: _____