

*Touch Of Tranquility*

**MASSAGE**

www.touchoftranquilitymassageaz.com

## Cancellation Policy

### To Our Clients:

We attempt to reach each of our scheduled clients to verify the date and time of the appointments so there will be no miscommunication on our part. In spite of our best efforts, we have occasional last minute cancellations and even "no shows." When this happens it eliminates the possibility of offering that time slot to another client.

We are requesting that clients understand and respect the need for a **minimum of 24 hours in advance notice of any appointment change** in order that we would have adequate time to respond. If we do not receive adequate notification of intent to cancel, we will be required to charge you a fee for **half the price of the service booked**. Please understand that this will not affect any client who may become suddenly ill or suffer an emergency for which there was not time to respond.

It is our sincere expectation that your understanding will be sufficient to make this effort unnecessary. If you have any questions, please feel free to contact our office.

Sincerely,



Kathleen Weese, Owner/LMT

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

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