



Appointment Reminder System
& Cancellation Policy

Appointment Reminder:

TDFY utilizes a professional service to administer automated reminder calls for all those who hold appointments. You will receive a telephone call approximately 36-48 hours prior to your appointment. This is provided as a courtesy to help you keep appointments or make timely changes. Not receiving the message does not excuse you from forgetting appointments.

- If you would like to use a telephone number other than the "Best Phone" number on your Client History, please indicate that number here: _____.
- If you do not want reminder calls, please initial the box below and then read the Cancellation Policy which follows.

I do not want to receive reminder calls.

Cancellation Policy:

Please remember that we are a "by appointment" care provider. An appointment scheduled for you reserves that time for your treatment. We do our very best to be on time for your appointments and to provide excellent care. We request that do your best to be present and on time. Due to the nature of muscular therapy, appointments cannot be overbooked or overlap. When you do not show for the time reserved, we are without work and without opportunity to fill the spot.

- Cancellations and changes made at least 36 hours in advance of your appointment are appreciated. There will be no fee even if your appointment cannot be filled. For Monday appointments, please cancel or make your changes by the previous Thursday at noon.
- Cancellations and changes received with less than 36 hours-notice may result in a fee of up to 100% of the missed appointment value. We will make reasonable attempts to fill the appointment from our waitlist, but if the time slot remains open, you may be invoiced. Please provide the reason for the cancellation/change so we may consider it when assessing fees. Everyone has unforeseen incidents in life and we certainly would hold you harmless in those cases.
- Changes in appointment times made with less than 36 hours-notice, but on the same day of treatment, will not incur any fees. Ex: You move your appointment from 1pm to 5pm on the same day.

Thank you for choosing Therapy Designed for You to provide your muscular therapy needs. We look forward to helping you achieve your goals.

Printed Name

Signature