



## CANCELLATIONS

While I understand that cancellations are sometimes necessary, I ask that you please **give at least 24 hours notice prior to canceling** in order for me to re-arrange my schedule. Any missed or cancelled appointments within 24 hours will be charged in full. Should an illness or emergency arise, an exception to this policy will be made at my discretion. Thank you!

## LATE POLICY

In order to provide consistency and reliability in scheduling for all my clients, I ask that you please be on time for your appointment. Should you arrive late, it may be necessary to complete your massage within the remaining time. If I do not have a client immediately following, I may extend your time at my discretion to a full session. If I am able to do that, I will check with you to see if that fits into your schedule before proceeding.

## EMAIL LIST

Since my schedule is full most weeks, I get requests to be put on my cancellation list. What I do to accommodate this request, is send out an email to all of my clients when I have two or more openings in any given week. The email will go out on Sunday for openings beginning Monday of that week, or it will go out on Monday for openings beginning Tuesday that week.

You will automatically be added to that list. If you **DO NOT** wish to be added, please indicate below. If you do wish to be added, please give me the email that works best for you.

I also send out emails when I have an announcement for **Energy In Motion Massage** such as a seasonal special or policy change.

**Please know, I covet my email list and will not share it with anyone, nor will I send out email blasts each week. You will only receive an email when there is an announcement.**

Please **DO NOT** add me to the email list

Please use this email \_\_\_\_\_

**I have read the policies, understand and agree**

Signed \_\_\_\_\_ Dated \_\_\_\_\_