

Jennifer Michaels Studio, LLC

Jennifer Michaels, LLC - Energy Healer, Spiritual Life Coach - Artist, Author & Speaker
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725 Coleman Blvd., Mt. Pleasant, SC 29464

48-Hour Reduce, Reschedule or Cancel Notice Policy

All appointments are held with a Credit Card. Your credit card information is confidential and held in a secure place and *never* shared with any other party. A **48-hour "Reduce, Reschedule, Cancel" Notice** is required, for any reason, you reduce, reschedule or cancel with less than 48-hours notice your credit card on file **will be charged the full amount** of your missed scheduled appointment time. If there is not a credit card on file, or the credit card on file becomes invalid, payment will be due to Jennifer Michaels Studio, LLC within 72 hours.

_____ **I understand I will be charged for:**
(Initial)

1. Missed Appointment - By scheduling an appointment of any type:

- In-person
- Phone
- Skype
- Face-time or
- Long-Distance or Remote (*Not clients time, but practitioner's time*)

I "reserve time". If I:

- Reduce (*change from 2 hours to 1 hour*)
- Reschedule (*from this week to next week*), or
- Cancel

my "appointment time" without providing a 48-hour notice by:

- Phone
- Text or
- Email

I will be charged the full amount of the appointment time scheduled.

2. Missed "Pre-Paid" Appointment - If I have a pre-paid:

- Gift-certificate
- Package
- Membership, or
- Any other method of pre-payment

the policy mentioned above applies and **I will forfeit** my scheduled time.

_____ **I understand I will not be charged for:**
(Initial)

1. Changing the Type of Appointment - I may change to my appointment type from: In-Person, Phone, Skype, Face-time or Remotely, without providing a 48-hour notice, and **I will not be charged.**

2. Refilled Appointment - If I provide less than 48-hours notice and my scheduled appointment time is refilled by another client **I will not be charged.**

Thank you in advance for understanding this policy. Please sign and date below.

Sign _____ Date _____