

# Cancellation Policy

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## **Appointment Cancellation Policy:**

Dear valued client,

We understand that unforeseen circumstances may arise, leading to the need for appointment cancellations. To ensure the smooth functioning of our schedule and provide the best service to all our clients, we have implemented the following appointment cancellation policy:

### 1. Cancellation within 24 Hours:

- A cancellation made within 24 hours of the scheduled appointment time will result in a charge of \$50.
- Any cancellation or reschedule made within 6 hours of your appointment time will incur a 50% missed–appointment fee.

### 2. How to Cancel:

- Please notify us as soon as possible if you need to cancel or reschedule your appointment. You can do so by calling/texting **949–309–0157** or sending an email to **theocayurvedaclinic@gmail.com**.

### 3. Exceptions:

- We understand that emergencies and unexpected situations may occur. In such cases, we encourage you to contact us at your earliest convenience to discuss your situation.

### 4. No–Show Policy:

- Failure to attend a scheduled appointment without prior notification will also result in a \$50 charge.

### 5. Payment Details:

- The cancellation fee will be charged to the credit card on file, and you will receive a receipt for the transaction.

### 6. Rescheduling:

- If you need to reschedule your appointment, we will make every effort to accommodate your request without incurring a cancellation fee.

We appreciate your understanding and cooperation with our appointment cancellation policy. This policy allows us to better serve all of our clients by managing our schedule effectively.

Thank you for choosing The OC Ayurveda

