

Reserved Appointments

An appointment time has been reserved especially for you!

We will always do our best to respect your schedule, and ask that you do the same for us and our other patients. This helps our office run smoothly and allows us to stay on time and avoid any unnecessary waiting on your behalf.

When making an appointment, please be sure that your other obligations allow you adequate time to arrive promptly for your dental visit. If you know that you are going to be **10 minutes late, please call** prior to your appointment time. If it becomes necessary to reschedule, we can do so at that time.

Although we know that unforeseen events and circumstances arise from time to time, it is important for patients to honor their appointments so that we can treat everyone in a timely manner and with exceptional quality care!

- If you are unable to make your scheduled appointment, we request a minimum **48-hour cancellation notice**.
- Any cancellations made within **24 hours** of the scheduled appointment or failure to show up for your appointment, will result in a **\$35** charge.
- Should you need to reschedule or cancel a reserved appointment, we require you call the office and speak directly to one of our team members for assistance, or if after hours, by leaving a detailed voicemail.

Thank you for your cooperation, courtesy, and understanding!

Patient Name

Date