

# Mariann E. Mamberg MSW, LCSW

## Cancellation Policy

I understand that situations arise and appointments occasionally need to be cancelled, however, by not providing me adequate notice of your need to cancel, you are preventing me from offering the time to someone else who may need my services. Consequently, I require a minimum 24-hour cancellation notice.

This cancellation policy allows me time to inform standby clients of my availability, thus better serving everyone.

**Clients who do not honor their appointments will be charged a cancellation fee as follows:**

- **More than 24 hours notice:** Appointment will be cancelled at no charge
- **Less than 24 hours notice, but not the same day:** 50% of service fee will be charged
- **Failure to show without notice or same day cancellation:** 100% if service fee will be charged.
- Cancellation fee must be paid before a new appointment will be scheduled.

**Please note that my full regular fee is \$135 and this will be the full cancellation fee. Also please note that your insurance will not cover cancellations and you will be fully responsible.**

I appreciate your cooperation in this matter and your consideration for me and my other clients.

I, \_\_\_\_\_, have read this Cancellation Policy and agree to pay any canceled fees incurred by my failure to provide a full 24 hours notice of cancellation.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date