**Appointments**

To make an appointment; please contact us directly by calling **817-509-0405** or by emailing us at **dranees@medspaatseenaone.com**.

**What if I am late for my appointment?**

Our scheduling is designed to permit the amount of time needed to complete your service. A late arrival will deprive you of treatment time. In fairness to others, your treatment must end on time so the next patient’s session can begin on time. If you are not able to be on time we will do our best to complete as much of your treatment as possible. With some treatments, it may be necessary to reschedule your appointment. In this circumstance, should we need to reschedule your appointment, there will be a $25 charge to book a new appointment time.

### What is the cancellation policy?

Your appointment is reserved exclusively for you. Should you need to cancel or reschedule your appointment, please notify us at least 12 hours in advance. All services cancelled or rescheduled with less than 12 hours’ notice will be charged the $25 fee.

No-show Patients who do not turn up for their appointment time will be charged a $25 fee upon calling to reschedule to book a new appointment time. Gift cards are not valid as form of payment for no-show/ cancellation fees. This courtesy enables us to maintain a higher availability of our time for you as well as others.

To cancel or reschedule an existing appointment, you must **CALL** us at **817-509-0405** or **EMAIL** us at **dranees@medspaatseenaone.com**

By scheduling an appointment, you are agreeing to our cancellation policy.

### General Policies

* All prices, policies and services are subject to change without notice.
* All times stated are approximate.
* Scheduling an appointment is your acceptance of these policies.
* All sales are final.

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CLIENT SIGNATURE DATE TECH SIGNATURE DATE