

**Effective August 1, 2014**

## **Cancellation and No-Show Policy**

**Office hours are by appointment and we do value your time. This office is a private practice dental office and not a dental clinic. Appointment time is reserved for you alone. Emergencies and unforeseen patient treatment problems may arise, causing schedule changes. Like many offices, this office does call to confirm your appointment. Please make a note of any dental appointments we have scheduled in a place where you will be easily reminded. If you cannot make an appointment as scheduled, please notify the office. There will be a charge of \$25 per 30 minutes of scheduled time for a broken appointment or cancellation with less than 24 hours' notice for your appointment. If our staff is successful in filling your appointment time with another patient, there will be no broken appointment charge.**

**Thank you,  
Bright Smile Dental Care**

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**Sign/Date**