



Owens & Associates Counseling and Therapy Center, LLC

NO SHOW/LATE CANCELLATION FEE (\$110.00 CHARGE)

Please understand that appointment times are limited and out of respect for your therapist and other clients, we respectfully require 24-hour notice. Missed appointments, or appointments cancelled without 24-hour notice, will incur a fee of \$110.00. If you are unable to attend your session, please call our administrative office at **(847) 854-4333** or email the administrative office at admin@owenscounseling.com so that we have time to fill your time slot with another client, a client on a waitlist, or a client with a clinical emergency.

We offer automated appointment reminders as a courtesy. However, technology is not foolproof. Clients are responsible for attending scheduled appointments, whether a reminder has been received or not.

The credit card information you previously provided will be used to process this payment. By providing your credit card information or booking an appointment, you consent to this policy.

We appreciate your understanding and cooperation with this policy, as it helps us maintain efficient scheduling and quality service for all our clients.

Signature: _____ Date: _____

Signature of Responsible Party: _____ Date: _____

Are you signing this form electronically? Yes No