

## CANCELLATION/NO-SHOW POLICY

Erin Holt, M.Ed., LPC  
1212 N. Center Street  
Bonham, Texas 75418

If you are unable to attend an appointment, I request that you provide at least 24 hours advanced notice by phone. This includes no-show (failure to show for a scheduled appointment). Since I am unable to use this time for another client, please note that you will be billed for \$50.00 that will need to be paid before another session is scheduled. For cancellations made with less than 24 hours notice due to illness or emergency, no fee will be charged.

I appreciate your help in keeping my practice schedule running timely and efficiently.

\_\_\_\_\_  
Client Signature (Client's Parent/Guardian if under 18)

\_\_\_\_\_  
Date