



Henn & Peoples
1120 Nasa Parkway, Ste. 305
Houston, Texas 77058

Cancellation Policy Agreement

Cancellations can be made during office hours (between 8 am and 6 pm) *Monday-Friday only* and at least *24-hours* before the appointment time without charge. Appointments scheduled on Monday can be canceled within 24-hours of the previous Friday. If a scheduled appointment is missed or canceled (with less than 24-hr notice) the individual client account will be charged \$50. This policy also supports the reservation of each appointment and the smooth running of office operations.

It is preferred that you complete valid credit card information below for this purpose. Note: Your credit card will not be charged unless an appointment is missed or not canceled at least 24 hours prior to your scheduled appointment.

Your credit card information will be protected and maintained in your medical record which is kept locked in your therapist's office.

We appreciate your understanding and cooperation in this matter. Your signature below represents your commitment and support of this office policy.

Credit Card Name	Account No.	Exp. Date
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Print Name (cardholder)	Signature	Date
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Therapist Signature/Date