

24 HOUR CANCELLATION POLICY

This form is to advise you of our office's 24 hour cancellation policy. Due to the overwhelming demand and limited appointment time slots, we are unable to hold an appointment time for you if you are not able to keep it. Giving us notice of 24 hours or more allows us to fill the appointment time slot from the waiting list of patients needing an appointment.

If you need to cancel your scheduled appointment, please notify us as soon as possible, at the very latest, 24 hours before your scheduled appointment. If you cancel an appointment with less than 24 hours notice you will be charged the full fee for the appointment.

I have read the above statement and I fully understand the cancellation policy as described above.

(patient's signature)

(date)

RAW HERBAL TEAS

The form is to advise you of our policy concerning the dispensing of Chinese raw herbal teas. Chinese raw herbal teas are specifically prepared for you. The teas are individually written for you with consideration of your constitution and your current physical state at the time of treatment. Thus, it is most effective to take your herbal teas in the days immediately following your treatment.

5 bags of herbal teas for 5 consecutive days are usually prescribed per week. The cost for each bag of teas ranges from \$6 to \$12 per bag depending on the herbal ingredients. One week's supply of 5 bags should cost approximately \$30 to \$60.

By accepting to take a raw herbal tea, you are responsible to pick up the herbal formula from the herb store. If you do not pick up your herbal formula, you are still liable for the full cost incurred when the formula was ordered and prepared for you. These formulas are not refundable and you will be charged whether or not you pick them up and/or take them.

(patient's signature)

(date)