

BROKEN APPOINTMENT POLICY

**West Soho Dentistry
22 Renwick Street New York, NY, 10013**

Our office values your time and takes great effort to stay on schedule. When you reserve a time with us, we request you make every attempt to make your appointment, as it is set aside specifically for you.

We have a 2-BUSINESS DAY cancellation policy. If you need to change or reschedule your reserved time with us, please give us at least a 2-BUSINESS DAY notice so we will be able to fill this time with others waiting for treatment. If you cancel, fail to show for your confirmed appointment, or you arrive excessively late and treatment cannot be completed as planned, we must charge you a Broken Appointment Fee of \$100.

We understand that unforeseen circumstances arise, so as a courtesy to our patients, we do allow one unexpected cancellation without notice or excessively late arrival. Other than this exception, we will exercise our right to charge the above Broken Appointment Fee.

We appreciate your cooperation and understanding.

Signature of Patient or Guarantor

Date