



APPOINTMENT CANCELLATION POLICY

At Colby Pacific Family Dentistry, appointments are made by reserving the appropriate amount of time to accommodate you and your personalized treatment plan.

Our staff spends time preparing for each appointment by sterilizing, organizing, and arranging the necessary items before your arrival. This ensures that we provide the high standard of care that you want and expect.

We, therefore, require at least **48 business hour's notice*** of cancellation or rescheduling. This gives us time to offer your appointed time to another patient who is waiting for an appointment. Any patient who cancels or reschedules their appointment without proper notice may be subject to a fee of \$50 per hour (of appointed time) to offset some of the lost production, time, and effort the staff has already spent preparing for the appointment.

We look forward to providing your treatment in a comfortable and caring manner. Please contact our office if you have any questions or concerns.

**Our office hours are Tuesday through Friday. Notice of cancellation for Tuesday appointments may be given on Mondays to avoid charges.*

Patient printed name
Date

Patient signature