



Applied Therapies LLC
Your Therapeutic Solutions Center
1173 North Court Street
Circleville, OH 43113
(740)420-6060

Effective January 1, 2016

It is our goal to provide our clients with professional and therapeutic services. The following policies and procedures serve as a guide for the clients of Applied Therapies LLC.

We strongly believe that your time is valuable, as is ours, and we make every attempt to be ready for your appointment at the schedule time. In our commitment to provide a unique and outstanding massage experience to all of our clients, and out of consideration for our Therapist time, we have adopted the following policies.

SCHEDULING, RESCHEDULING AND CANCELLATIONS

All scheduling, rescheduling and cancellations must be done by calling the office at (740)420-6060, or through the online scheduler.

Arrival

Please arrive for your appointment 10 minutes prior to scheduled time. If late arrival is unavoidable, your service may be shortened in order to keep on schedule. The original treatment time will be charged.

Cancellation

Please provide at least 12 hours notice if you need to cancel or reschedule. If a client fails to cancel within 12 hours, on multiple occasions, they may be asked to prepay for future services.

Late Arrival

We regret that late arrivals may not receive an extension of scheduled appointments. When our schedule will allow, we **may** be able to accommodate a partial or full appointment. This will be at our discretion and only with advance notification of your late arrival. The original treatment time will be charged.

No Show

Clients who fail to show for multiple appointments may be asked to prepay for future services. The Therapist will wait up to 20 minutes before assuming a no call/no show.

Repeat no call/no shows

- 1st offense – warning
- 2nd offense – charged half
- 3rd offense – paid in full amount of missed appointment. All appointments scheduled thereafter will need to be paid in advance of appointment.