**Cancellation and No Show Policy**

We at Crown Dental understand that sometimes you need to cancel or reschedule your appointment and that there are emergencies. If you are unable to keep your appointment please notify us as soon as possible.

A “cancelled” appointment is defined as any cancellation less than 48 hours. A “no show” appointment is defined as an appointment where there was no attendance and notice was not given. Due to the busy schedule maintained by Crown Dental, it has become imperative that we institute a cancellation policy.

No show appointments and appointments that are cancelled with less than 48 hours notice may result in a $25 fee.

**I understand the Crown Dental cancellation and no show policy and I understand my responsibility to plan appointments accordingly and notify the office appropriately if I need to cancel my scheduled appointments.**

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**Print name Date of birth**

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**Signature Date**