

**CONFIRMATION, NO SHOW, AND CANCELLED APPOINTMENT  
OFFICE POLICY**

When our office schedules your appointment, we are setting aside a dedicated chair and time slot just for you. We understand schedules change, we simply ask that if you must reschedule your appointment, you please provide us with at **least 48 hours' notice**. This courtesy makes it possible to give your reserved time with Dr. Ladan or the hygienists to another patient.

There is a FIRST TIME forgiveness for all patients.

After the first time forgiveness, there is a charge of **\$65** for not showing up for scheduled appointments or cancelling before 48 hours.

Every patient in our practice receives this unique reservation with us. When your appointment is scheduled, a time is reserved for you and your materials have been ordered. We have made special arrangements to be ready for your visit with us to have the best experience possible.

**\*\*Repeated cancellations or no show appointments may result in loss of future scheduled appointment privileges. Requiring SAME DAY appointments ONLY\*\***

**\*\*It is very important for you to confirm your scheduled appointment within 48 hours otherwise, your appointment will be removed from the schedule. \*\***

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you for your understanding and cooperation!

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**Credit Card Appointment Reservation Form**

Please take notice, we keep all information confidential. The card that is provided below will be charged on the day of your scheduled appointment only if your appointment is not cancelled within the requested 48-hour notice policy.

Credit Card # \_\_\_\_\_ Circle One:    MasterCard    Visa    Disc

Expiration Date: \_\_\_\_\_

CC Security Code (3digits): \_\_\_\_\_ Patient Name: \_\_\_\_\_

Patient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_