

*Annette Provencher LCSW LLC*

***No show, late cancellation and co-pay policy***

- **Co-pay:** If you are being seen in person you can bring cash or a check to the session. If you prefer, I can email an invoice to you. If you are being seen online, I will email an invoice to you the Saturday after your appointment. You can pay by credit or debit card from the invoice or mail a check to me. Invoices are expected to be paid in a timely manner
- ***You are expected to cancel 24 hours advance:*** If you do not keep a scheduled appointment or do not cancel with 24 hours, you will be billed \$40.00. Illness and weather issues excepted
- ***A repeated pattern of missed appointments*** will result in your case being closed.

I understand and accept these policies

Signature \_\_\_\_\_