

Signature *required* on this form.

LAURIE DANIEL, M.S., LPC, MHSP, NCC

Individual & Relationship Counseling

5100 Poplar Avenue, Suite 2700

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(901) 821-7458

LaurieDaniel.com

CANCELLATION/RESCHEDULE POLICY

Clients are seen by appointment only. Front desk staff does not take appointments or cancellations. If you are unable to attend a session or need to reschedule, please provide at least 24 hours advance notice by calling the office at (901) 821-7458 and leaving a voice mail in order to free up appointment time for other clients and to avoid a late cancellation fee: Since counseling time is reserved for you, please note that there will be a full-session fee for missed appointments not cancelled according to the 24-hour notice requirement.

Insurance carriers don't cover missed appointment fees. Sometimes unavoidable circumstances occur where you can't contact the office, so reasonable exceptions do apply. Thank you for your cooperation.

Client Name (Printed)

Date

Client Signature