SPARE PAIR VISION CENTER

Manalapan | Holmdel | Howell

NO-SHOW, RESCHEDULING & CANCELLATION POLICY

We understand that plans sometimes change. However, missed appointments and last-minute schedule changes prevent us from offering that appointment time to another patient.

Please notify our office as early as possible if you need to cancel or reschedule. Cancellations or rescheduling requests made the day before or the day of the scheduled appointment, as well as missed appointments, may be subject to this policy.

- **First occurrence:** Courtesy waiver; no fee
- **Second occurrence:** $25 ***deposit***
- **Third and subsequent occurrences:** $35 ***fee*** may be charged, and a deposit may be required before scheduling another appointment

Any required deposit will be returned or applied toward the patient's balance when the appointment is kept. The deposit will be forfeited if the appointment is missed, cancelled, or rescheduled the day before or the day of the scheduled appointment.

Important: Fees may be waived in cases of emergency, illness, severe weather, or another circumstance approved by management. These fees and deposits are the patient's responsibility and are not billed to insurance.

By signing below, I acknowledge that I have read, understand, and agree to this policy.

_____	_____
Patient Name	Date of Birth
_____	_____
Signature	Date