Insert Your

**Logo**

Here

**<<Insert your Business Name>> CANCELLATION POLICY**

Your appointments are very important to <<Your Business Name>>, it is reserved especially for you, we understand that sometimes schedules adjustments are necessary; therefore, we respectfully request at least 24 hours’ notice for cancellations.

**STRICT AND ENFORCED 24 HOUR CANCELLATION POLICY!**

Please understand that when you forget or cancel your appointment without giving enough notice, we miss the opportunity to fill that appointment time, and clients on our waiting list miss the opportunity to receive services. Our appointments are confirmed 48 hours in advance because we know how easy it is to forget an appointment you booked months ago.  Since the services are reserved for you personally, a Cancellation fee will apply.

* Less than 24 hour notice will result in a charge equal to 50% of the reserved service amount.
* “NO SHOWS” will be charged 100% of the reserved service amount.
* Appointments made within the 24 hour period and need to cancel, the client then must cancel within 4 hours of appointment time or will result in a charge equal to 50% of the reserved service amount.
* If the nail technician has a client immediately after you and you are late for your appointment, the nail technician cannot paint your nails or do any art designs or soak your nails.
* If you are more than 15 minutes late, the nail technician will only be able to do a fill and not a rebalance fill or new set and will charge the original service.

The cancellation policy allows us the time to inform our standby guests of any availability, as well as keeping our scheduled filled, thus better serving everyone. <<Your Business Name>> are presented and provided in the best quality and tradition of excellent servicing for our established and future clientele. Thank you for viewing and supporting our policies criteria.

**CLIENTS RECEIVE DISCOUNTS WHEN SALON CANCELS**<<Optional added extra>>

<<Your Business Name>>stands by our policies, we feel that it is only fair that we honor the same policies to our clients, if in any reason the salon has to cancel on a client less than 24 hours of the appointment scheduled; we will honor 50% off on your next service. But, if the cancellation is due to situations that are out of our hands such as power outage, unfortunate incidence, etc… that requires the salon to be closed during regular business hours, we would gladly reschedule your appointment. The 50% discount will not apply.