

# Vivian Letizia, D.D.S.

2 Maverick Road, Woodstock, New York, 12498

## Missed Appointment / Last Minute Cancellation Policy

Your appointment time is reserved just for you. We try not to overbook appointment times in order to provide excellent dental care and to be sure we have sufficient time to adequately meet your dental needs.

We make every effort to accommodate your scheduling needs. In return, we ask that you help us by keeping your scheduled appointments, arriving on time and **notifying us a minimum of 48 business hours in advance**, if you are unable to do so. Failure to comply with this policy will necessitate the assessment of a **\$50 fee**.

If chronic missed appointments or lateness continue, it may be necessary to dismiss you from the practice.

Please sign below that you have read and understand this policy.

Thank you!

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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