Studio name _____

Cancellation policy

How much notice a client gives to cancel or move, what running late means for the session, and when the deposit is kept.

Cancelling or moving

Cancel or move your appointment at least [48] hours ahead and your deposit moves to your new date.

Short notice and missed appointments

With less notice than that, or if you don't come to your appointment, the deposit is kept and booking again needs a new deposit.

Running late

If you're more than [15] minutes late, your session may be shorter or move to another day so the next client starts on time.

Feeling unwell

If you're sick on the day, tell us as early as you can. We'd rather move your date than work on someone who is unwell.

Signature

_____

Date

_____

This is a template and general information, not legal advice. Rules differ by state and sometimes by county, so check yours with your local health department before you use it.