

Alex Guthrie, LMFT  
Licensed Marriage and Family Therapist  
MFC #47429

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Dear Client,

If an appointment is cancelled with short notice three parties are affected. First, you are not getting regular psychotherapy with the frequency agreed upon. Second, other clients who have expressed their need to see me and must wait until the following week for an appointment opening and could be seen in a timelier manner. Finally, my income and livelihood depend upon my being able to work.

Please review the statements below from the “Welcome to My Practice” booklet you read at the beginning of our work together.

**1. Individual and Couples Appointments.**

Appointments are generally made on a regular weekly basis and your time is held for you from week to week. In a sense, you have a contract whereby you have the exclusive use of my time for your scheduled appointment. In the event you are unable to keep your appointment, I ask that you cancel as soon as possible. **If this is done at least 48 hours prior to your appointment time, there will be no charge for the cancellation.**

**2. Cancellation without 48 hours’ notice**

**If you fail to show up, or if you cancel your appointment with less than 48 hours’ notice, you will be charged your regular session free.** Please note that I am not permitted to bill an insurance company for a missed appointment. Therefore, if you do not provide me with appropriate notice, and you are using insurance, you are responsible for the total fee for that missed session.

**Client(s)**

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**Therapist**

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