



Touch for the Wise LLC

## Business Policies

### Statement of Policy

As a Licensed Massage Therapist (LMT), I follow the Code of Ethics for Massage Therapists set forth by the American Massage Therapy Association (AMTA). All information you provide both written and verbal, will remain completely confidential as allowed by law. I will treat you fairly and ethically, and will establish an atmosphere of trust and decency during each session. I ask the same of you.

As a LMT my goal is to assist you in meeting your goals of relaxation, stress reduction, pain management, body awareness, and integration of the mind, body and spirit. If there is something that makes you uncomfortable in any way it is your job to speak up and communicate this to your therapist.

There may be situations when I believe it is in your best interest to consult a physician or other health care provider prior to receiving a massage.

New clients will be required to fill-out a Client Evaluation one week prior to the first appointment. There may be a situation when I believe it is in your best interest to consult a physician or other health care provider prior to receiving a massage. Or in some cases, I may require a physician's release form.

If appropriate, I will make referrals when I feel you may benefit from a particular expertise beyond my scope of practice.

I also reserve the right to refuse or discontinue service at any time, for any reason, in an effort to ensure safety of my clients and myself. Full payment will still be collected.

### Appointments

All sessions are by appointment only. Payment in full is due at the time of the service. I am happy to accommodate and move appointments when given sufficient notice. There is no charge for cancellation received at least 24 hours in advance. If you must cancel with less than 24 hours you will be charged for the full session. "No shows" will be charged for the full amount of the missed appointment.



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### Illness and Emergencies

If you are feeling ill or think you may be “coming down with something” please call before your scheduled appointment. It is often in both the client and the therapist best interest to reschedule the appointment in this case. Likewise I may call to reschedule, as this will help to keep us all healthy. There will be no charge for rescheduling.

If an emergency occurs, I understand, and I will be happy to accommodate and move the appointment to a more appropriate time. However, if more than 2 emergencies occur within a 3 month period of time, with less than 24 hours notice, pre-payment for the scheduled session may be required for continued booking of appointments.

### Late Appointments

In general, your massage appointment begins at your scheduled time. Please arrive at least 5-10 minutes prior to the scheduled time, to ensure a relaxed and comfortable beginning. If you arrive late, the massage may be cut short, but I will still expect full payment of the service. I may have several clients to see after you, and a delay would not be respectful of their time.

Your massage session should be a comfortable, relaxing, safe experience. These stated policies and procedures are merely a means to that end. That are written to encourage the understanding of massage therapy.

If you have any questions regarding the policies, please bring this to my attention so we may discuss them.

Please sign and date, that you understand and agree with the policies of the Touch for the Wise LLC Massage Therapy.

Name:

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Date:

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