



POSITIVE SELF
CENTER

Account Payment & Cancellation Policy

Account Payment

Please note that payment is expected at the time of service. If cash or check payment is not provided at the time of service we reserve the right to charge the credit card on file.

Preferred Method

- Cash
- Check
- Credit Card

Receipt / Account Statement

- Written Receipt
- Email Statement
- None (available upon request)

Cancellation Policy

Missed appointments or cancellations occurring with **less than 48 hours** notice will be charged the full fee for the appointment to the credit card on file. To avoid cancellation fees, please call or email the Positive Self Center at least 48 hours before your scheduled appointment.

Credit Card Authorization

- You agree to accept the charges for any balance that is unpaid at the time of service
- You agree to pay for appointments missed or cancelled with less than 48 hours' notice
- You also authorize Positive Self Center / Sally Palaian, PhD PC to charge your credit card for your account balance, as stated above

Print Name of Client

Print Name of Cardholder (if different from client)

Signature of Cardholder

Date

This portion will be destroyed once information has been entered into and approved by our credit card processor. Credit card information will be fully encrypted and stored using a Level 1 PCI service provider.

- Visa MasterCard American Express Discover HSA

Card Number: _____

CVV: _____ Exp: ____ / ____ Cardholder Name: _____

Billing Address (if different from client): _____