

Hilltop Counseling Services

1045 Elm Street
Bowling Green, KY 42101
270-843-1804
Fax 270-843-0154

12-1-2013

Hilltop Counseling Services has reserved an appointment for you and your family. We have respect for you and your time and promise to be punctual unless there are extreme circumstances. This hour has been reserved for you and will not be given to anybody else. Please have consideration and cancel the appointment if it is known that you cannot make it. This time can be utilized for another individual who may be experiencing distress or discomfort.

As of this date, Hilltop Counseling Services will be utilizing a cancellation fee of \$30.00 for any appointment that is cancelled without 24 hour notice or documented as "NO-Call, No-Show". Documentation of extreme circumstances will be taken into consideration when applying the cancellation fee.

Thank you for your consideration in this matter.

Client Name

Client Signature

HCS Therapist/Counselor

Date