

**MINDBODY THERAPY & HEALING, INC.**  
Suzanne Nixon, EdD, LPC, LMFT

**ADDITIONAL POLICIES**

Clients can email me to schedule an appointment or to cancel an appointment. Since I check my emails twice daily (early morning/late evening), email cancellations must be made 36 hours prior to the scheduled appointment in order to avoid the full fee cancellation charge. If you cannot give me an email notice of 36 hours, PLEASE CALL my office phone to cancel your appointment (24 hrs. notice needed).

I do not accept email correspondences for any other reason, and appreciate your utmost respect in honoring my policy.

I, \_\_\_\_\_ understand that in the event my privacy during internet correspondence is comprised, I relieve MindBody Therapy & Healing, Inc., and Dr. Suzanne Nixon, from any and all liability. I recognize that MBTH, Inc. and Dr. Suzanne Nixon have strict guidelines regarding confidentiality and every effort will be made to keep my identity and all information related to scheduling appointments confidential.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date