

# Dental Boutique Office Philosophy

Dear Patient:

It has always been our contention that your time is valuable. So we have one theory about scheduling--you deserve our undivided attention. For this reason, we don't double-book like other practices, and accept drop-ins only in the event of an emergency.

When we schedule your reservation, that time is yours. It belongs to you. Our staff has made a promise, professionally and personally, to give you the concern, respect and care that makes our office a comfortable and pleasant place to visit. When an appointment is failed or cancelled without notice, it affects us all.

In order to maintain our schedule, we hope you will understand that we can only allow you a 15-minute window to make your appointment; if your arrival is any later, we must reschedule for another time. **If any appointment is failed or cancelled with less than 48 hours (normal business days) notice, each appointment made after that will need to be reserved with a credit card. Your credit card will not be charged to hold the reservation, but a \$95 charge will be applied if you miss any appointments.** We will always do our best to respect your time and we appreciate your consideration of ours as well.

Very truly yours,  
The Dental Boutique

Signature: \_\_\_\_\_ Date: \_\_\_\_\_