

## APPOINTMENT AGREEMENT

Welcome to Rechtin Family and Cosmetic Dental Care. We appreciate your decision to come to us for your dental needs. As a new patient, it is important that you understand our commitment to providing timely and quality service to all of our patients. An important aspect of this service is the commitment of each patient to honor their appointment by both showing up in a timely manner, as well as giving proper notice if they are unable to keep their scheduled appointment. We ask that you provide us with 48 hours notice for appointments that you cannot keep. After two missed appointments in which proper notice has not been given, you will be charged a deposit fee of \$50 for a hygiene appointment and \$75 for an appointment with the doctor. The deposit fee will then be applied to any treatment rendered, or forfeited in the case of additional missed appointments. We appreciate your understanding in this matter.

It is with regret that we feel as though this letter is necessary, but there have been too many times patients have not shown up for appointments and other patients in need were not able to be seen as the time was reserved. We understand no patient wants rules and policies, but we had to do something to protect the needs of our patients.

Sincerely,

Ted Rechtin DDS

I have read and understand the Appointment Agreement, and agree to honor the policies mentioned above.

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(Signature and Date)