

No-Show/Late Cancellation Fee Appeal Form

Chakra hair and Beauty studio ltd wants to increase clients access to service. When a client fails to keep an appointment or cancels at the last minute, professional time goes unused .

If we have made an error in scheduling or you believe you deserve special consideration for a “NoShow/Late Cancellation Fee”, please complete the following information (along with any supporting documentation you may have). Your request will be reviewed and you will receive a decision via Secure Email sent to your email address.

Completed forms must be received by Chakra hair and beauty studio ltd no later than two weeks from the date of the missed appointment. The form can be submitted to us by: • Walking the form to chakra in person during our regular business hours • • Emailing the form to chakrahairandbeautystudio@gmail.com

*Your email will be sent to us via unencrypted email and confidentiality should not be expected. Please use caution when including medical information.

Personal Information :

Name:

Street Address Apartment/Unit #

ZIP Code

Phone:

E-Mail:

Missed or Late Canceled Appointment Information -

Date the appointment was missed or late canceled:

Time the appointment was missed or late canceled:

Name of Stylist you were to see: Describe the reason for requesting special consideration:

For internal use only

Signature