



5655 Lindero Canyon Rd, Suite 202, Westlake Village, CA 91362 • (415) 299-2376 • info@sherrygaba.com • sherrygaba.com

CANCELLATION POLICY

If you fail to cancel a scheduled appointment, this time cannot be used for another client and you will be billed for the entire cost of your missed appointment.

All appointments must be cancelled or rescheduled at least 48 hours in advance of an already confirmed session. A full fee is charged for missed appointments or no show cancellations with less than 48 hours notice. Exceptions apply if an emergency situation exists.

Your credit card authorization on file will be used to charge your credit card for the missed session plus a \$2.00 credit card processing fee. Charges will appear as Sherry Gaba LCSW.

A statement will be mailed notifying you of this charge.

Thank you for your understanding and attention to this important matter.

Client Name (please print): _____

Client Signature (Client's Parent/Guardian if under 18)

Today's Date