

## Cancellation Policy

Please let us know as soon as possible if you need to cancel an appointment.

If you give us more than two (2) clear business days' notice then we will not charge you any fees:

For no cancellation charge: notify us on or before:	For a service on
Wednesday the week before	Monday
Thursday the week before	Tuesday
Friday the week before	Wednesday
Monday	Thursday
Tuesday	Friday

If you notify us after this time we will:

- Complete non face-to-face work on your behalf (we will charge you for this)
- Find alternative paid work with another client (we will not charge you for this)
- Charge the cancellation fee as set by the NDIA (we will charge you for this)