



M & L Dental  
Michael K. Tong, D.D.S.  
43925 Hugo Terrace  
Fremont, CA 94538

### No Show and Reschedule Policy

All appointments made that needs to be rescheduled must be made at least 48 (forty-eight) hours before the schedule appointment time. All appointments that are not rescheduled with a 48 (forty-eight) hours notice will be charged a minimum fee of \$20.00 per 1/2 hr. The total fee will be based upon the total amount of time that was scheduled. A fee of \$20.00 per half hour appointment will apply with the minimum fee being \$20.00 and the maximum fee not to exceed \$80.00. All broken appointments (no-show) will be assessed a fee in the amount of \$30.00 per half hour With the minimum fee of \$30.00 and a maximum fee not to exceed \$120.00. Forgetting about the appointment or not receiving a reminder from this office will not relieve the patient from having to pay the specified fees stated above. All appointment times are the responsibility of the patient and that a call from this office is only made as a courtesy to the patient. BY signing below I acknowledge reading the conditions stated above, I agree to abide by all conditions as stated above and pay all fees.

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

Name: \_\_\_\_\_

(All reschedule and no show fees if not paid in full within 30 days from due date will be charged a 1 1/2 % per month. All fees not paid in full within 90 days will be referred to a collection agency for payment)