

Program Information and Policies

The following information will provide you with important program policies. Before getting started, please read and sign this form so that I can be sure you have been provided with and understand this information.

Payment

Payment for sessions must be pre-paid.

Tardiness

All clients are encouraged to be prompt. If a client arrives late, this time will be deducted from the session. If Shannon arrives late, this time will be added for an extended session. Shannon will wait 15 minutes for a scheduled client, after which time the session is subject to cancellation. The client will be charged for a full session.

Cancellations

In order to cancel or reschedule an appointment, you must contact Shannon at least 24 hours in advance of the scheduled appointment or you will be charged for that session. Personal training sessions cancelled inside 24 hours of the scheduled appointment will be billed at the normal rate of a single session to the client. Similarly, if Shannon does not contact you at least 24 hours in advance to cancel or reschedule an appointment, you will receive a complimentary session.

I have read and comply with the above information.

Client name

Signature

Address

Home phone number

Work phone number

Email address

Date