



168 U.S. Route 1 Falmouth, ME 04105
207-781-2448

Appointment Reservation Agreement

We strive to create a schedule that most efficiently provides for the dental needs of all of our patients we serve. Our goal is to see you on the date and at the time we have mutually agreed upon. Because of the high level of service we provide to our patients, your appointment is especially held just for you, so that we have the right amount of time for your procedures at our office.

Please arrive on time to your scheduled appointments. Late arrivals will be worked into the schedule if time allows or re-appointment to another day.

Like many offices, we call, e-mail, or text to confirm your appointment. Because unexpected circumstances occur, we request for you to always confirm your appointments. If you cannot make your appointment, we respectfully request to give our office a **2 business day-notice**. This way we can see patients who are on our waiting list with dental emergencies.

A cancelled appointment is an appointment for which we have not received 2 business day notice.

A failed appointment is an appointment for which you have not showed up for and did not notify our office.

If you **cancel or fail more than 3 appointments in a 2 year period**, we will not be able to reserve an appointment for you without the receipt of a non-refundable pre-payment for the fee of the appointment.

Another solution for our patients with unpredictable schedules is for them to call us when they have free time. We will make sure to remind you when you are due for dental services.

Please sign and date below to acknowledge that you were provided with our reservation agreement.

Patient's Signature : _____ **Date:** _____

Print Name: _____