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OFFICE POLICIES

(PLEASE READ AND SIGN ON REVERSE SIDE)

We take every effort to keep our costs low for our clients, in the best interest of their pet's health. It is important for our patients to be seen regularly. This ensures they are in the best health possible, and able to live long fulfilling lives as members of your family and ours. In order to better serve our clients and furry friends and keep costs low, we have implemented the following policies.

For the safety of all clients and pets, we require the following:

- All dogs must be on a leash or in a carrier while in the waiting area.
- All cats must be in a carrier while in the waiting area.
- All cats must be felv/fiv tested before any surgical procedure.

To keep our prices reasonable:

- **We require a 24-hour notice for cancellation for all appointments & surgeries. Our missed appointment fees are as follows.**

Exam/Wellness/Vaccine/Sick Appointments. \$ 43

Castration Appointments \$ 65

Spay Appointments \$ 90

Dental Appointments \$ 160

Tumor Removal & Other \$ 120

- We do not offer payment plans. We do, however, accept CareCredit. (If you do not have a care credit card you can apply using your smart phone, tablet or PC @ www.carecredit.com, you can also call 800-365-8295 or ask one of our staff members for an application).
- For the financial safety of our clients, we do require a valid photo ID for all care credit, credit card, and check transactions. **The name on the ID must be the same as the name on the CareCredit, Credit Card or Check.**

We are a busy practice, so please provide 24-hour notice when calling for:

- Prescription refills.
- Food orders
- Heartworm preventative
- Flea preventative.

I have read and understand the policies of Community Animal Hospital.

Print Name _____

Signature _____

Date _____