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FREE WORKSHEET

No-show fee decision worksheet

Cost, cheaper fixes, who pays, fee or deposit, and the amount, on one page.

1. What no-shows cost now

Booked a month _____ No-shows _____ Rate _____ % Appointment $_____ Cost a month $_____

2. Cheaper fixes already in place

- ☐ Reminder the day before, with a reschedule link
- ☐ Clear notice period on the booking page
- ☐ "We missed you" message with a rebooking link

3. Where the cost is concentrated

Group	No-shows a month	Cost a month
Long or expensive appointments		
Booked more than 14 days ahead		
Clients who have missed before		

4. Fee or deposit

	Fee after a no-show	Deposit at booking
Amount	$_____	$_____ / _____%
Share I expect to collect	_____%	100%
Recovered a month	$_____	$_____

5. Decision

Apply to: _____ Amount: $_____ Review date: _____

Not legal advice: rules on fees and deposits vary by place, industry and insurer.