

Booking Confirmation

Here's an example of a booking confirmation, designed to communicate clearly the details of the booking as well as the relevant policies.

Naturally, this is simply a guide, and I encourage you to create your own policies and booking confirmation template.

I have found that good communication greatly reduces the potential for client cancellations.

Hello _____,

It was a pleasure to speak with you. Thanks for your booking. I'm writing to confirm our ___ appointment on _____ at _____.

Payment is requested on the day of service and can be made by cash, cheque, PayPal or direct bank deposit. I also want to advise that we require 48 hours notice should you need to cancel. This allows us the opportunity to fill the appointment. Cancellations of less than 48 hours will be billed as a full session.

In preparation for our session, you may like to note any specific questions or concerns you have so we can discuss them at the session.

Everything we do at Creating Order from Chaos is totally confidential. You can be assured that we will not pass your details on or sell them to anyone else. We are committed to your privacy.

I look forward to working with you.

Regards,

Angela Esnouf

Expert [AAPO](#) Professional Organiser | AAPO President 2009-2011 | 2012 AAPO People's Choice Award Winner | [NAPO Golden Circle Member](#) | [ICD Subscriber](#)

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