**To set up a Booking Policy on your site**

**Step 1** Fill out this document.

**Step 2** Send the form in a single email to [ivyoptic@yahoo.com](mailto:ivyoptic@yahoo.com)

**The Form: Fill out the bullet points below**

**[Booking Policy]**

- limit early bookings, how far in advance can clients start booking:

(Days: ) (Hours: ) (Minutes: )

- Limit late bookings

When is the latest clients can book:

(Days: ) (Hours: ) (Minutes: )

- How close to the start time can clients cancel or reschedule:

(Days: ) (Hours: ) (Minutes: )

Cancellation policy (optional) paste your policy below