



HOW TO SCHEDULE AN APPOINTMENT

Donna Stephens, BCN, CNHP, LDHS, is in the Chantilly office to see clients on Tuesdays, Wednesdays and Thursdays during the week. To make an appointments with Donna, please call **844-787-3935**. You can also request to schedule an appointment by emailing our office at frontdesk@purenwell.com.

Because of the unique type of practice we have here at Pure Nutrition and Wellness and the time dedicated to each of our clients, we do collect a *\$59 deposit from all new clients when we confirm their first appointment with Donna.

**This deposit will not be processed unless the appointment is missed or cancelled without at least 24 hours notice. Please see our Cancellation/Missed Appointment Policy for details.*

HOW TO CANCEL AN APPOINTMENT

Consistently meeting with Donna to discuss your progress and answer your questions is a critical component of your journey toward optimal health. We try to schedule your follow-up appointments with Donna before you leave the office so that we can maintain continuity in your care.

In the event that you must cancel your appointment, please cancel by **phone call only**. You may either call **844-787-3935** or **703-378-3698** to cancel or reschedule your appointment with Donna Stephens.

*We will make every effort to confirm your appointments. Although you may receive text confirmation of your appointment, in order to avoid confusion, we ask that you please **do not** text your cancellation!*

Thanks in advance for your understanding and cooperation,

The Staff at Pure Nutrition and Wellness