

**Dunkling & Penney Dentistry**  
**52 North Prospect Street, Burlington, VT 05401 (802) 863-3479**  
**22 Raceway Road, Jericho, VT 05465 (802) 899-3973**

### **Appointment Policy**

Welcome to our practice! Because we value your time, we'd like to share a few concepts with you regarding our appointment scheduling process. We understand that our office is not the only stop on your list of important places to be in a day, and we'll do our best to honor your schedule. Burlington office hours are Monday and Tuesday 8:00am to 5:00pm and on Wednesday and Thursday from 7:00am to 3:00pm and Jericho office hours are Monday through Wednesday 8:00am to 5:00pm, Thursday 8:00am to 1:00pm and Friday 8:00am to 3:00pm.

We schedule long appointments, such as cosmetic and prosthetic (crowns, implants etc.) dentistry, during the quieter morning and early afternoon hours. Unfortunately, some school and/or work must be missed for these appointments. We can provide you with a printed school or work excuse at each visit. We will do everything we can to schedule a convenient time for you and your busy schedule.

Because we take measures to respect your time, we ask that you do the same for us and our other patients. Due to the nature of our practice, many appointments are more than an hour long, and if cancelled at the last minute are difficult to fill. We understand that last-minute illnesses or emergencies occur, and we respond in kind if you need to cancel an appointment.

We request that you give at least a day's notice if you need to reschedule an appointment, to allow us time to fill that space with another patient. If you miss an appointment or provide less than 24 hours notice there will be a minimum broken appointment charge ranging from \$25 to \$75, depending on the length of the appointment that was missed.

Thank you for your cooperation.

---

Print Patient's Name

---

Signature of Patient or Parent/Legal Guardian

Date