

Booking Policy – TR Business & Tax LLC

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Effective September 2025

To ensure a smooth experience, please review the following terms before confirming your booking:

Amendments & Rescheduling:

- You may reschedule your appointment once, up to **24 hours in advance** without penalty.
- Changes requested **less than 24 hours** before your appointment may incur a **\$25 rescheduling fee**.
- All changes must be made via email or our booking portal.

Refunds & Cancellations:

- Cancellations made **48 hours or more** before your appointment are eligible for a **full refund**.
- Cancellations made within **24–48 hours** will receive a **50% refund**.
- Cancellations made **less than 24 hours** before the appointment are **non-refundable**.
- **No-shows** are considered cancellations and are **not eligible for refunds**.

Booking Confirmation:

- Your booking is confirmed once payment is received.
- You'll receive a confirmation email with appointment details and instructions.

Late Arrivals:

- A **10-minute** grace period is allowed.
- Arrivals beyond 10 minutes may result in a shortened session or cancellation without refund.

Contact & Support:

- For urgent changes or questions, please contact us at **info@trbtllc.com or (904) 530-5431**.