



Jacques Williams, DDS
8415 Campbellton St.
Douglasville, GA 30134
ph. 770-942-4899

Thank you for choosing this office to take care of your dental needs. Our Doctors and staff will do their best to make your visits here a pleasant experience. We are committed to providing quality dental care.

It is our office Policy to schedule patients in a timely manner to take care of your dental needs. If for any reason our office needs to reschedule your appointment we will do so as quickly as possible. As a courtesy to our office we do request that as a patient you would call our office in a timely manner to reschedule or cancel an appointment. Appointments must be rescheduled/cancelled no less than 48 hours prior to the appointment date. For all missed appointments there will be a \$25.00 fee per patient. We will reschedule missed/cancelled appointments one time. Patients will be dismissed from the practice thereafter. We have implemented this policy to offer you appointments in a timely manner.

Please note that when you are scheduled for an appointment you must be in the office no later than 10 minutes past your appointment time for us to meet your needs and accommodate the schedule.

All new patients are asked to be here at least 15 minutes prior to their appointment in order to fill out the paperwork and for the staff to set up a chart for each new patient.

Please feel free to call the office if you have any questions or speak with one of the front office administrators.

Again welcome to our practice, and thank you for allowing us to take care of your dental needs.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacques R. Williams, DDS".

Dr. Jacques R. Williams and Staff