

# Dr. E.V. Niemczyk & Associates

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EXAMINATION & TREATMENT OF THE EYE

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## **General Office Policies**

- 1) Restocking Fee; returned eyeglasses will incur a 10% restocking fee.**
- 2) Restocking Fee; returned contact lenses will incur a 20% restocking fee.**
- 3) No request for records release will be honored without written signed consent by the patient or appropriate guardian of patient. No records will be released if there is an outstanding financial balance on patient's account or an outstanding financial balance on any other family member's account. There is a \$1.00 copy fee for every page copied. There is a postage fee determined by volume and means of delivery.**