

FEE AGREEMENT

PROFESSIONAL FEES

The standard fee for the initial intake is \$120.00 and each subsequent session is \$100.00. You are responsible for paying at the time of your session unless prior arrangements have been made. Payment must be made by check, cash or credit/debit card. Any checks returned to our office are subject to an additional fee of up to \$25.00 to cover the bank fee that we incur. If you refuse to pay your debt, we reserve the right to use an attorney or collection agency to secure payment.

In addition, we maintain a 24 hour cancellation policy. We charge a flat rate of \$20 dollars for no-shows or appointments cancelled within the 24 hour window. We understand that things happen that are sometimes out of your control and will be happy to waive the fee on a case by case basis but we believe that continuity of care is essential to positive outcomes and encourage our client's to make every effort to attend scheduled appointments.

It is our practice to charge our set hourly rate on a prorated basis (I will break down the hourly cost) for other professional services that you may require such as report writing, telephone conversations that last longer than 15 minutes, attendance at meetings or consultations which you have requested, or the time required to perform any other service which you may request of me. If you anticipate becoming involved in a court case, I recommend that we discuss this fully before you waive your right to confidentiality. If your case requires my participation, you will be expected to pay for the professional time required even if another party compels me to testify.

Signature of Client or Personal Representative

Date

Description of Personal Representative's Authority: _____