

Fee Agreement and Credit Card Authorization

Payments: Your fee for each 55 minute session will be \$150, payable via cash, check or credit card. You are expected to pay your session fee at the start of each session unless other arrangements have been made. Telephone conversations, site visits, report writing and reading, consultation with other professionals, releases of information, reading records, longer sessions, travel time, etc. will be charged at the same rate unless otherwise indicated and agreed upon. Credit card information will be kept private other than by electronic means for billing.

Cancellation Policy: Since the scheduling of an appointment involves the reservation of time specifically for you, a **minimum of 24 hours notice** is required to re-schedule or cancel an appointment. Clients are requested to provide a credit card number which can be used for billing in the event of a late cancellation or no show. The full session fee will be charged to the credit card number provided in the section below for appointments missed without notice or cancelled with less than 24 hours notice.

Credit Card Authorization: Per the terms of this Financial Agreement document, in the event of a late cancellation (less than 24 hours notice or missed session), you will be charged the full session fee. Unless otherwise agreed to, the fee will be charged to the credit card on file.

I have read this Fee Agreement document, I understand it and agree to comply.

Signed: _____

Date: _____
