JILL SMITH + associates

COUNSELING • COACHING • CHANGE

# Jill Smith & Associates
# Payment Policy Information

PAYMENT POLICY INFORMATION
Jill Smith, LISW-CP
Updated November 2016

FEES:

- Fee per each 50-minute session: 130.00
- Fee per each couple or family sessions: 150.00
- Fees are due at the time of service.
- Cash, checks, VISA and MasterCard are accepted.
- Receipts are available upon request and will be emailed to you.

CANCELLATIONS:
Cancelled or missed sessions are charged at the full rate, regardless of the reason. However, if the cancellation is made a full 24 hours in advance of the appointment, the charge will be waived.

CREDIT CARD TO BE USED:
Please provide a card number below. You card may be charged without notice if you do not show for scheduled appt. or if cancelling with less than 24 hours notice. This card will be charged after each session unless cash or check is received.

_____ ___/_____ _____
CARD NUMBER EXP DATE 3 DIGIT CODE

REMINDERS:
As a courtesy, text reminders are sent out two days prior to your appointment. Please know that I still require the full 24-hour cancellation notice.

Your signature allows permission for the card above to be charged for all sessions, including those not cancelled 24 hours in advance.

_____
Client (or Parent of Client) Signature

**(For Office Use Only)**

_____ A member of Jill Smith & Associates has reviewed the payment policy with me.
Initials