

OFFICE POLICIES REGARDING FEES AND CANCELLATIONS

FEES: \$180.00 for a 60 minute session, \$150.00 for a 50 minute session, intakes are \$225.00 and last 75 minutes. All first appointments are an intake session. I require payment on the day of your session. Acceptable forms of payment are cash, check or credit card. There is a 3% fee added to credit card transactions. Your card will be processed by *PayPal* and *Donna Gugliotta, LMFT* will appear as the payee if you chose to pay by credit card.

Please try to schedule enough time to adequately address the complexity of your concerns. If an appointment runs longer than the scheduled amount of time, the fee for the longer appointment will be added to your charge. Also, hourly rates will apply for additional services, including review of any previous records, phone calls or letters to third parties at your request, and phone calls over 5 minutes.

I require that a credit card number be held on file in the event you cancel without giving adequate notice, no show to one of your scheduled sessions or have an outstanding balance. In any of these cases, your card on file will be charged for the session.

Credit card type: Visa American Express MasterCard

Credit card number: _____ Exp. Date _____

Security code on card: _____ billing zip code of card: _____

MISSED SESSIONS AND CANCELLATIONS

1. If you do not give me at least 24 hours or more notice of a cancelled appointment, your credit card on file will be charged the full amount for the session. I reserve that time especially for you and if you do not give me adequate notice, I cannot schedule another client in that time slot.
2. I understand that emergencies happen. In the event of last minute emergencies, I would recommend when possible taking your session time by phone or FaceTime.

I have read, understood and agree to the Office Policies statement above.

Signature: _____ Date: _____

