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## PROFESSIONAL SERVICES & POLICIES

Please take a moment to read through my operating policies. These make it possible for me to provide you with an exceptional experience.

### APPOINTMENTS

Scheduled to run for 1.5 hours minimum. After 1.5 hours, if extra time is needed AND I am able to provide that time, you will be charged in 15 minute increments.

### PAYMENT

Expected at the time of our session and can be made by cash, check or credit.

### LATE CANCELLATIONS & MISSED APPOINTMENTS

Please contact me *at least* 24 hours ahead if you must cancel. Late cancellations are unable to be filled and you will be responsible for the full session fee.

### REMOTE SESSION APPOINTMENTS

Available for times when an in-person visit is not an option. I will connect to your computer remotely so we can work together by phone or Skype!

### PHONE CALLS

Exceeding 10 minutes will be subject to the hourly rate, pro-rated as necessary.  
Calls received Monday – Thursday after 7:30 pm will be returned the next morning.  
Weekend calls, other than session time changes and scheduling of appointments, will be returned on Monday.

Thank you! 😊

Tara Grey