***Amy Sander Montanez, D.Min, LPC, LMFT***

**Personal and Family Growth Associates, Inc.**

**1703 Richland St; Columbia, SC 29201 phone 803-254-5650**

**www.amysandermontanez.com email:** **amymontanezdmin@bellsouth.net**

**POLICY, FEES, PAYMENT AND SCHEDULING FOR COACHING**

The fee for services is $150.00 for 50-55 minutes. Please plan to pay the full fee after each session unless otherwise arranged in advance. You will not be billed. However, a copy of your charges and payment record will be made available upon your request. You may pay with cash, credit or debit card, or a check made out to PFGA (Personal and Family Growth Associates, Inc.)

A discounted price may be negotiated for a pre-paid package of Coaching Sessions.

Your appointment time is reserved for you alone. Without sufficient prior notice, it cannot be given to anyone else. **You will be charged the full fee for any missed appointments unless I receive cancellation notice 24 hours in advance or am advised in the event of an emergency.** Appointments will be scheduled after sessions or you can call the office manager at

803-254-5650,ext 201.

I have read and understand this policy.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_