

## CHECKLIST FOR YOUR CONVENIENCE

1. Arrive 10-15 minutes early so you will have time to fill out the intake form and be ready by the start of your appointment time. If you have an extensive history that is already typed out on a separate sheet of paper, you may bring a copy and attach it to your form to save time. Bring any MRI or Xray **written reports** if they are relevant to your area(s) of concern. If you don't have any, no problem.
2. Be sure that you are completely unscented for your appointment. This means no perfume, no hairspray, no scented lotion, no aftershave, nothing with any scent. **This is a requirement.**
3. Your appointment must be scheduled at a time when you are free afterwards for some quiet time and integration immediately following your session. Do not schedule your appointment on a day when you have activities such as hosting a party, giving a presentation, air travel etc. planned for later in the day.
4. If you are also getting other therapies (such as acupuncture, Hocatt, massage, etc) Please allow 3 days after this session before scheduling other therapies. The body needs time to process and integrate the work. Doing too much all at once can over stimulate the system and be counterproductive.
5. Payment is by cash, check or card. The \$3.9% card fee is paid by the consumer (you) so you will save money if you pay by cash or check. Payment is due at time of service.
6. Rates: \$125/hour, by the hour. Average session time varies from about two to two and half hours, but might be longer or shorter than average. The first session tends to run a little longer as it includes the intake. We do not stop by the clock, rather, we 'cook until done'. Rates are calculated in 5 minute increments and billed accordingly. For example:  
1.75 hours = \$215    2 hours = \$250    2.25 hours = \$280    2.5 hours = \$310    etc.
7. Make sure that you have read, understood and fully agreed to the cancellation policy and the communications policy. Do not book an appointment if you are not in agreement with these policies. Ethics, transparency and respect provide the necessary platform for a high quality professional therapeutic relationship. Making an appointment constitutes a binding agreement between two parties. We have agreed to show up for each other. **If one party defaults on the agreement, it is the responsibility of the defaulting party to absorb the consequences of that default, not the other way around.** The impact of the default on the other party remains the same regardless of the circumstances of the default. Thus, 'reasons' for defaulting are irrelevant to this agreement, hence 'no-exceptions'.
8. This information is presented to the client a minimum of 3 times prior to starting the session, 4 times if the client has also perused the website. Verbally on the phone when making the appointment, in writing via attachment of these documents to a text message after hanging up the phone, and again in the office when filling out the intake form. This level of transparency is the antithesis of industry norms of miniscule 'fine print' hidden in 14 pages of 'legalese'. Rather, it is a demonstration of high ethical standards and the utmost respect for the integrity of the therapeutic relationship.