



4939 Lower Roswell Road • Building C • Suite 201 • Marietta, Georgia 30068 • (770) 578-1519

Parkaire Consultants, Inc and Parkaire Associates Billing Policy

It is the policy of Parkaire Consultants, Inc. and Parkaire Associates to schedule ongoing therapy appointments on a quarterly basis. This arrangement ensures continuity of treatment and allows the client to schedule other activities. **Billing is based upon a 60-minute hour for the initial consultation, and a 50-minute hour for ongoing therapy appointments.**

The cancellation fee policy is as follows:

| | |
|--|-----------------|
| 24-hour notice, with make-up appointment | No charge |
| 24-hour notice without make-up appointment | 1/2 regular fee |
| Same-day cancellation, with or without make-up | 1/2 regular fee |
| Missed appointment without cancellation | Full fee |

Payment is due when services are received. There will be a \$5.00 service charge for bills that are two weeks past due, unless other arrangements have been made. Cash or checks are the only forms of payment accepted at this time. There will be a \$35 charge for returned checks. Parkaire Consultants, Inc. and Parkaire Associates follow the policies and calendar of the Fulton County School System regarding vacations, snow days, and workdays.

Parkaire Consultants, Inc. and Parkaire Associates reserve the right with its sole discretion to terminate services.

Coverage of service by insurance is an arrangement between the client and their insurance company. The client is responsible for payment at time of service.

I understand and accept the billing and cancellation policies as outlined above. I acknowledge and accept full and complete responsibility for payment of all services rendered by Parkaire Consultants, Inc. and Parkaire Associates.

Name of person receiving services: _____

Person legally responsible for account: _____

Relationship to client: _____

Address: _____

Phone: _____ E-mail: _____

Signature

Date

*****Even though Parkaire Consultants, Inc. is a child-friendly environment, we ask that you do *not* leave your child unsupervised.**