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**LETTER OF AGREEMENT FOR CLIENTS IN MEDIATION**

Welcome. I hope your time here is worthwhile. I am giving you this letter because it might help answer any questions you may have about mediation. It will also explain the administrative procedures of my practice. Please go over this letter carefully and feel free to show it to other professionals you trust or to family members if you wish.

At the end of this letter is a place for you to sign your name. Doing so means that you have read and understand all the points in this letter.

MEDIATION is a process for resolving conflict in which two or more parties have an uninvolved person (a mediator) lead them through a process to come to a solution that is most beneficial for all involved. The mediator does not come up with a solution, he facilitates the process so that those in conflict are able to come up with a solution they can both agree to.

APPOINTMENTS are scheduled to last 2 hours. Sometimes more than one session is required to resolve the issue

THE FEE for mediation is \$200.00 per 2 hour session. \$25 for each additional 15 minutes. There is a \$20.00 fee for returned checks. If a check is returned a second time, you will be asked to pay the balance you owe by cash or by money order.

CANCELLATIONS less than 24 hours (unless there are extenuating circumstances such as illness or unsafe driving conditions) you will be charged for that session. You will not be charged for a session if you let me know at least 24 hours in advance.

BY SIGNING BELOW you acknowledge that you have read this document or have had it read to you and that you have received a copy of it. You further acknowledge your right to ask questions if you do not understand any part of it.

Client Signature

Date

Therapist Signature

Date

Client Name(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_