

JENNA M. PREY, M.A., LPC
Professional Counselor
1939 March Court
Erie, Colorado 80516

I consider it a privilege to meet with you and spend time looking at your life. In order for us to have a successful experience from the beginning, there is necessary business that we must address.

Appointments:

Individual sessions run approximately 50 minutes. I will regularly spend additional time outside our 50 minutes session writing or reviewing notes, reading and consulting in order to be of help to you.

Fees:

My fee is \$100 for 1 session of counseling and I ask that this fee be paid at the beginning or end of each session. Cash or personal checks are acceptable for payment and you will be given a receipt that you can use for insurance purposes should that apply. Your appointment time is reserved for you only, and you will be charged for any appointment that is not canceled 24 hours prior to our meeting time. Payment is due weekly unless other arrangements have been made.

Extra sessions or phone conversations:

If you request additional time outside the counseling session (e.g. emergency phone sessions, extra meetings or conversations with others), you will be charged for anything longer than ten minutes, on a prorated basis.

I want you to know that I will read every email you send and listen to every voicemail you send in between sessions, but I will not respond unless it is *absolutely* necessary or is about a scheduling conflict. When working with an adolescent, if the parents/guardians would like to have more regular conversation, that is certainly understandable and we can arrange to do 35 minute sessions with the adolescent and then I will spend the other 15 minutes with the parents/guardians.

I look forward to meeting with you.

I have read and understand (or have asked for clarification) all of the above.

Signature

Date