

**Lilley & Associates
Arthur & Associates, LLC
Stoneburner & Associates, LLC**

An Association of Independent Practitioners

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Dear Client:

Please be aware of Kevin Hamm's policy for cancelling or missing appointments. If you need to cancel, please do so at least 24 hours in advance. Neglecting to cancel with sufficient notice will result in a charge to your account. Failing to call or show up will also result in a fee charged to your account. There is also a standing fee for missing or late cancelling a group session. The fee schedule is as follows:

Late cancellation:	\$60.00
No show:	\$80.00
Missed group appointment:	\$30.00

By signing this, you are acknowledging that you have read and understood this fee agreement. Thank you.

Client Name _____

Signature _____

Date _____

Witness _____