



*“Where the Only Limitation is the Imagination”*

17430 Campbell Rd #115

Dallas, Texas 75252

972-816-3100 (o)

972-863-7498 (f)

[www.richeducationalconsulting.com](http://www.richeducationalconsulting.com)

## **Client Data & Coaching Terms of Agreement**

Please complete this agreement, review the terms, sign & fax to 972-863-7498 or scan and email to [adina@richeducationalconsulting.com](mailto:adina@richeducationalconsulting.com), along with your completed credit authorization. Thank you!

CLIENT DATA:

Client Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Day Phone \_\_\_\_\_

Evening \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Children (Names & Ages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Partner's Name \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

CONSULT TERMS:

Fees: \_\_\_\_\_ for \_\_\_\_\_ consultation

Fees: \_\_\_\_\_ for \_\_\_\_\_ ARD/IEP meeting

Duration of meeting: approx. \_\_120\_\_ minutes per session

Fees: \_\_\_\_\_ for \_\_\_\_\_ additional minutes

Meeting/Session Day: Monday Tuesday Wednesday Thursday Friday

Meeting/Session Time:        am        pm        PT        MT        CT        ET

other \_\_\_\_\_

Fees: \_\_\_\_\_ for \_\_\_\_\_ correspondence

Fees: \_\_\_\_\_ for \_\_\_\_\_ Mediation

other \_\_\_\_\_

Procedures:

Call 972-816-3100 or email [adina@richeucationalconsulting.com](mailto:adina@richeucationalconsulting.com) to schedule an appointment.

Please allow up to 24 hours for general email and call returns.

If you call in and get my voice mail and I am expecting your call, please call back after one full minute.

Please do not leave a message and wait for me to call you back.

Please do not schedule and confirm a meeting with the campus until I have confirmed my availability.

If you have a matter of an urgent nature, please send me a text message to let me know to check email or voice mail ASAP.

I understand that *Adina Rich, M.Ed.* is not a licensed attorney, cannot dispense legal advice, and cannot guarantee the outcome of any IEP/504/parent conference, complaint, mediation or due process. Although Mrs. Rich can offer suggestions or act upon my behalf, I understand that I am responsible for all my decisions, actions, feelings, and outcomes.

Client Signature/ Date \_\_\_\_\_