



“Where the Only Limitation is the Imagination”

17430 Campbell Rd #115

Dallas, Texas 75252

972-816-3100 (o)

972-863-7498 (f)

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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, 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 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 _____