*Hope & Healing Counseling Services, LLC*

# Form/Letter Fee Policy

The therapists of Hope & Healing Counseling Services understand that clients will need to have forms filled out or letters written during treatment. We try to be as helpful and sensitive as we can in understanding the urgency of having your form filled out or your letter written. This is Hope & Healing Counseling Services' policy on having forms filled out or letters written and the costs involved.

From the date forms are delivered to our office or letters are requested, we will require 7 and in some cases 10 working days in order to have the forms completed and ready to be picked up by the patient.

The forms must contain your name and date of birth when dropped off to our office. If they do not have your name and date of birth, we will be unable to identify who the form belong to. If you are requesting a letter, you must provide us with the name of the individual the letter needs to be addressed as well as having a signed Release of Information signed.

Form/Letter fees are as follows:

| | |
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| Forms: | $15.00 each form/each time |
| Letters: | $30.00 each letter/each time |

If letters or forms are needed prior to 7 -10 business days, a $10 "rush" fee will be added.

I have read this information and understand Hope & Healing Counseling Services' policies on Form/Letter Fees.

Signature:_____

Date:_____