

## FEE SCHEDULE AND OFFICE POLICIES REGARDING PAYMENT OF SERVICES

### 1. Fee Schedule

- a. Charge for all case-related activities including, but not limited to: Psychological testing, review of all relevant records, consultation (including IEP meetings and consultation with school personnel), time spent preparing progress notes or psychological reports, time spent preparing for testimony, and phone conversations over 5 minutes in length, will be billed at the rate of \$175 per hour. Cases involving forensic matters will be billed at the rate of \$225 per hour.
- b. Depositions and Court appearances will be billed at the rate of \$2,500 per half day, and \$5,000 per full day. These fees include the time spent waiting to testify.
- c. Time spent traveling will be billed at the rate of \$90 per hour.

### 2. Cancellation Policy

- a. For forensic cases, a \$500 cancellation fee will apply for a patient who does not appear for a scheduled appointment, or if the notification for the cancellation is fewer than three working days before the scheduled appointment.
- b. For psychotherapy cases, sessions that are cancelled with 24 hours or more notice will not be charged. Missed appointments without advanced notice will be charged. However, every effort will be made to re-schedule a missed appointment during the same calendar week at no extra charge.
- c. Up to three cancelled appointments during a calendar year will not be charged. Beyond three occurrences, advance notification is still appreciated but a charge will be incurred.

### 3. Psychological and Forensic Evaluations

- a. A retainer in the amount of \$1,500 is required at least one week prior to the date of the scheduled evaluation. (As a reminder, this fee does not include time spent reviewing relevant records). The time for the evaluation will not be reserved if the retainer is not received.
- b. Retainers are nonrefundable and nontransferable.

### 4. Depositions

- a. A retainer in the amount of \$1,750 is required at least one week prior to the date of the scheduled deposition. (As a reminder, this fee does not include time spent in preparation for testimony). The time for the deposition will not be reserved if a retainer is not received.
- b. I do not conduct negotiations relating to fees between counsels. The law firm that has retained my services is responsible for any outstanding balance.
- c. Retainers are nonrefundable and nontransferable.

### 5. Timely Payment

- a. Statements are issued on the first of each month. Payment in full is expected within 30 days of the billing date.
- b. Past due invoices are subject to a finance charge of 2 percent per month.

**Note: Please sign this form and acknowledge your understanding and agreement with the terms outlined above.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_