



TranZitionMe, LLC Policies

Clients are not permitted to hold an open balance. All sessions must be paid in advance or at the time services are rendered. Failure to make payment will result in loss of training privileges. No Refunds. All paid sessions must be used within ninety (90) days of purchase or session(s) will be lost. Credits may be applied to any service offered by TranZitionMe.

Scheduling Procedure:

Appointments may be scheduled:

- In person with a TranZitionMe staff member
- Phone/voice mail
- Email (All staff members have direct email accounts.)

Cancellation Policy:

Twenty four (24) hours of notice is required or the session could be billed to you.

Communication can be conducted by email or phone, and the date/time will be recorded when the correspondence is received.

Service Agreement:

All members are enrolled in a service agreement with TranZitionMe. In consideration of the services to be provided to the customer, I/we hereby guarantee payment in full of the customers account in accordance with the financial arrangements made at the time of purchases or, if no such arrangements are made, then payment shall be made in full on the days of purchase. I/we agree that in the event of default in payment, reasonable collection agency fees equal to the delinquent balance and reasonable attorney fees shall be added to the amount due on the account if necessary, plus any applicable court costs. Twenty five dollars (\$25.00) will be added for any returned checks.