



Ken and Mary Richardson Consulting, LLC
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AGREEMENT FOR CONSULTING AND COACHING SERVICES

Important information is contained in this document. Please read it carefully and ask any questions you may have before you sign it. Once signed, this document becomes our working agreement.

1. CONSULTING/COACHING OVERVIEW

Consulting is the service you seek to answer a specific problem using the expert knowledge of a professional. A consultant has specialized knowledge and expertise on the process or the problem that is of interest to you. They are relied upon to understand the problems and present solutions.

Coaching for addictions and codependence recovery is a specialized recovery professional who works with his or her clients on a close, personal basis. They offer guidance and support to people who need a helping hand to maintain recovery from addictions and codependence.

The purpose of consulting with this consultant is to seek this consultant's knowledge, expertise and help. The primary methods used by this consultant is talking with a client, education, coaching, skills building, goal setting and goal maintenance application in the areas requested. A client could be assigned "homework" to do in between sessions. It is possible that as a client talks about some issues, that a client may experience intense emotions or feel upset. And, as a client makes changes, their life and/or relationships may also change in unintended ways.

Consulting/Coaching are not a Mental Health service, Behavioral Health service or Counseling service. If these services are required, client will be referred to a Mental Health or Behavioral Health specialist.

2. CONSULTING/COACHING OPTIONS AND FEES

Brief descriptions of some of the types of consulting offered by this consultant are included here:

55-minute Session - \$170.00

Group Session of 2 hours duration - \$60.00.

Additional fee for use of Credit or Debit Card- \$ 7.00 Per \$100

Workshops, Retreats and Business Consulting/Coaching are priced per event.

3. FINANCIAL ISSUES

A client is responsible for paying consultant/coach a fee that is due at the time of service. If payment is being made online at the business website, www.kmrc.world, or via mail, payment must be received prior to the session.

A full hour will be charged for missed appointments that are cancelled with less than 24 hours' notice. A client is ultimately responsible for all charges incurred for services provided by consultant.

There is a charge of \$20.00 for NSF checks.

If an emergency phone session is required, a fee of \$30.00 for each 15 minutes will be charged. In addition, client will be responsible for all long-distance charges.

4. SCHEDULING ISSUES

Appointment hours are Monday through Thursday from 10:00 am to 6:00 pm. All appointments will be scheduled during that time period. Sessions are scheduled by advance appointment based upon mutual availability with designated start and stop times.

5. DISCLAIMER

Consulting and Coaching are not a Mental Health service, Behavioral Health service or Counseling service. If these services are required, client will be referred to a Mental Health or Behavioral Health specialist.

Consultant/Coach does not diagnosis, assess or treat any mental health issues.

6. REFERRAL PROTOCOL

Should client prefer to work with a Licensed Mental Health or Behavioral Health Counselor or Specialist, they may bring in the attached Referral Form to their Consultant/Coach and the Consultant/Coach will complete the form.

Should Consultant/Coach assess that Client is needing or desiring Mental Health or Behavioral Health services as opposed to consulting and/or coaching, then Consultant/Coach will refer Client to said services using the attached Referral Form.

7. CRISIS PROTOCOL

Consultant/Coach does not have the capability to respond immediately to emergencies. Emergencies should be directed to community emergency services (911), 988 for Mental Health Crisis or to a local crisis hotline, such as Empact Crisis Services (480-784-1500). Consultant/Coach is not available after business hours, weekends, or holidays. A client should contact 911, 988 or Empact Crisis Services at those times if help is needed.

Should client experience a crisis and require Mental Health, Behavioral Health or Hospitalization Services, they will be referred by the Consultant/Coach for such services.

8. CONTACTING CONSULTANT/COACH

Consultant/Coach is typically not immediately available by telephone during business hours. When unavailable, the phone (480-455-7700 for Ken Richardson and 480-789-2947 for Mary Richardson) is answered by voicemail that only consultant/Coach monitors. Consultant/Coach will be unavailable to return phone calls or text messages Friday to Monday and on Holidays.

Cancellation of an appointment can be made by phone call or text message. Because Consultant/Coach does not check emails as frequently, cancellations are not accepted via email.

Missed calls that involve a return call are usually returned the same day or within 48 hours (except Friday to Monday and Holidays). If a client is difficult to reach, client should inform consultant/coach of available times.

9. WHAT ISSUES BRING YOU TO SEEK OUT CONSULTING/COACHING?

10. WHAT GOALS DO YOU HAVE WITH CONSULTING/COACHING?

I have read the above information and consent to consulting/coaching and to abide by these terms.

Signature of Client

Date

Signature of Consultant/Coach

Date

Client Name: _____(Print)

Client Address: _____

City: _____ State: _____ Zip Code: _____

Client Phone: _____

Client Email: _____

Emergency Contact and Phone: _____

Relationship: _____ Referred by: _____