

Credit Card Authorization

By signing this agreement, I am authorizing Natalee Wright to bill my credit card for all professional services rendered to the "Client" that are not paid at the time of service, or for situations which fall under the late cancellation policy listed below. I agree I will not dispute those charges ("charge back"), which may include, but are not limited to:

- If the client does not show for an appointment and has not cancelled or rescheduled within 24 hours notice, the \$150 coaching fee will be charged as outlined in the cancellation policy.
- Telephone contact in excess of that usually associated with services, billed in 15 minute increments (rounded up) and prorated at the regular hourly rate, this will include phone contact in excess of 10 minutes outside of the regularly scheduled appointment time.
- Requests for letters, forms, or other paperwork to be filled out for a 3rd party is billed in 15 minute increments (rounded up) and prorated at the regular hourly rate.
- Returned checks will incur the check amount, a \$25 fee, and any additional bank fees.
- PayPal payments declined due to nonsufficient account funds will incur the payment amount, a \$25 fee, and any additional banking fees.
- Long distance phone charges, travel, food, and lodging expenses if required for progress (and mutually agreed upon by the client and coach).

If I have questions or concerns regarding any part of this fee structure or billing/payment policies, I will discuss these with Natalee Wright as soon as possible. This form will be securely stored in client's confidential file and updated upon request at any time.

Please initial each of the following:

- _____ I agree to pay the current hourly coaching fee plus processing fees for "no show" appointments and cancellations with less than 24 hours notice. If the session was part of a coaching package, I agree that session will be forfeited.
- _____ I understand my credit card will be charged for returned checks in the amount of the check plus a \$25 fee.
- _____ PayPal payments declined due to nonsufficient account funds will incur the payment amount, a \$25 fee, and any additional bank fees.
- _____ I will not dispute charges for sessions I have received, appointments I have missed with less than 24 hours notice, charges due to bounced checks, or additional phone calls.
- _____ I agree to pay for materials needed for our work at which the cost will be discussed in advance.
- _____ I agree to pay for long distance phone, travel, food, and lodging expenses, if required.
- _____ I agree to update all credit card information immediately should it change.
- _____ I will provide a copy of my Driver's License or State ID.
- _____ I understand coaching fees are subject to change, so fees may increase.

Credit Card Type (Check One) Visa ____ Mastercard ____ Discover ____ AmEx ____

Credit Card # _____ Exp Date: _____

Name on Card: _____ CVV: _____

Billing Address: _____

Signature of Card Holder

Printed Name

Date