



518 Felix Street – St. Joseph, MO 64501  
DrWade@DrWade.org  
Phone: 816.261.2399  
[www.HamptonMediation.net](http://www.HamptonMediation.net)

## RULES OF ENGAGEMENT

1. If you wish to cancel or change your appointment please contact Dr. Wade at least 24 hours in advance of your scheduled appointment or you will be charged for the session. This applies to counseling, consulting, and/or mediation.
2. FYI: One hour sessions are generally considered to be 50 minutes in length. This gives Dr. Hampton and the parties a little time for bathroom breaks, finishing notes, administration, or similar activity.
3. Phone calls, text messages, emails, research, administration, drafting agreements, and the like are all billable and shall be billed by the quarter hour (15 minutes).
4. Mediation and consulting fees are managed on a retainer (*advance pre-payment*) basis and start at a minimum of three hours which includes one hour of case administration and two hours of sessions. All fees are the shared responsibility of the participants unless otherwise agreed upon by the participants.

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Participant

Date

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Participant

Date

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Participant

Date

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Participant

Date