

Light Counseling, Inc.
2811 Linkhorne Dr. Suite B
Lynchburg, VA 24503

POLICY FOR ADDITIONAL SERVICES

Because there are many requests for letters or reports to be written by therapist it is the policy of Light Counseling, Inc. to bill these services. The fees are as follows:

If a letter or report takes approximately 15 to 20 minutes to prepare, a \$45.00 fee will be assessed.

If a letter or report takes approximately 20 to 40 minutes to prepare, a \$75.00 fee will be assessed.

If a letter or report takes longer than 40 minutes to prepare the fee will be \$125.00, or the equivalent to one clinical hour.

The same fees apply for telephone conversations.

If a therapist is requested or subpoenaed for court, there will be a charge of \$125.00 per hour, as well as reimbursement for mileage at the reasonable and customary rate.

**These fees may vary for psychologists.*

My signature below acknowledges that I have read and understand this policy.

Client (if above 18) or OTHER Guarantor

Date