



Randy Siegel

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BuildYourLeaders.com - 828.236.0045 - 888.836.0045

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### New Client Form for Individuals

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Fees, Payment, and Terms

Randy Siegel requires one-half of the total fee to begin work. The remaining half is due upon completion of the last session (and before follow-up). In rare cases, he may charge on an hourly basis. Hours include preparation, meeting time, and follow-up. You may pay by check or credit card. All invoices are due within thirty days. Please make out all checks to Randy Siegel. In the event that invoices are not paid on time, the unpaid balance will accrue interest at the rate of eighteen percent per annum. If a credit card is declined, or a check returned, there is a \$50 handling fee.

#### Cancellation and Rescheduling

Scheduled appointments must be cancelled at least twenty-four hours in advance or the client will be charged in full. Monday appointments must be cancelled no later than 5:00 p.m. on the Friday prior to the session.

#### Homework Deadlines

You may be given homework assignments. You are responsible for either e-mailing or faxing the completed worksheets back to me within twenty-four hours of our next scheduled appointment. If you cannot meet this deadline, it will be necessary to reschedule (see rescheduling policy above).

I have read and agree to these terms.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Please fax your completed and signed form to (828) 350-9162.**