



[SHarrell@cocreativementoring.com](mailto:SHarrell@cocreativementoring.com)

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## Office Policies

### Appointments:

- ❖ I am available for appointments via Zoom and telephone.
- ❖ Your initial Co-Creative Mentoring LLC Exploration session includes exploration of your goals and general information about sessions. Please allow up to 90 minutes for this appointment.

### Payment Policies:

Payment is due prior to the day of your session. Payment can be made at [the Co-Creative Mentoring website store](#). Simply select the Session Option you prefer.

### Service Fees:

#### Session Packages:

- ❖ 3-Session Package, paid in advance: \$300—includes an Exploration session, and 3 EFT Sessions.
- ❖ 5-Session Package, paid in advance: \$500—includes an Exploration session and 5 EFT Sessions.
- ❖ 1 hour follow-up sessions for existing clients only: \$85.00.
- ❖ If payment arrangements are needed for 3 and 5 Session Packages, a small transaction fee will apply if payments are invoiced through Square. No transaction fee will apply for cash or check payments.
- ❖ Please talk with me if you have financial concerns—I will never turn anyone away who is truly committed to their wellbeing.

#### Co-Creative Mandala Oracle Card Readings:

- ❖ 60 minute session: \$100 Includes a Co-Creative Mandala Oracle Card Reading and energy clearing and balancing using Emotional Freedom Techniques--EFT Tapping.
- ❖ 30 minute session: \$50 For those who are curious and want to try a Co-Creative Mandala Oracle Card Reading for the first time or who have limited time and want a shorter session.

(Co-Creative Mandala Oracle Cards—[20 Card Deck available for purchase](#): \$20)

Statements of Service are available upon request.

Please note: If at any time you are dissatisfied with the services provided and/or I determine that you would be better served by a referral to a different practitioner, you will receive a refund for the remaining Session Package amount.

**Referrals:**

Referrals are the best compliment that I can receive and most of my practice is due to referrals from my clients. A referral is always appreciated and I offer a \$10 discount when a client makes a referral for someone who becomes a paying client. Thank you!

**Cancellations and No-shows:**

Please contact me 24-hours in advance if you have to reschedule or cancel an appointment. Since I have reserved our appointment time for you and the time cannot be filled, it is my policy to charge for cancellations received with less than 24 hours' notice and for no-shows. Serious emergencies may arise occasionally in which case I will waive the charge.

I apply these expectations to myself as well and if I ever no-show an appointment with you, your next session will be free of charge.