



Pink Sky Career Counseling – Practice Information and Policies

Appointments:

Sessions are typically 60 minutes in length. You will be billed in 15-minute increments when sessions are scheduled to run longer than an hour.

I kindly request 24-hour notice for non-emergency or illness related cancellations. You may be charged for the appointment unless you call or email to cancel within that timeframe. **Please call** if you are running late. I will consider the session cancelled if you are more than 20 minutes late and I have not heard from you.

Inclement Weather:

Consider your safety and use your best judgment in the event of severe weather. Please do not attempt to come to your appointment in hazardous driving conditions. You will NOT be charged for the session. Please call and / or email to cancel and reschedule.

Illness:

I would prefer you stay home if you are sick. Options include conducting the session on the phone , via a Zoom webinar, or rescheduling. 24-hour notice is appreciated and I understand that this is not always possible.

Payment for Services:

Career counseling is not a billable service. You will be responsible for payment at the time of service unless prior arrangements have been made. I accept cash, check, or credit card payments (Visa, MasterCard, American Express). Make checks payable to Carrie Pinsky or Pink Sky Career Counseling. Please check with your tax accountant to determine if career counseling expenses are tax deductible.

Communication:

Email is the preferred tool for scheduling and between session communication. I make every effort to respond to all emails within 24 hours except on weekends, holidays or vacations. If your question requires an in-depth or lengthy response, I may suggest that we schedule a phone session to discuss. Phone calls for **emergency cancellations** are appreciated. **Note: I do NOT text message with clients.**

Your signature below constitutes the acceptance of the conditions set forth in this agreement.

Signature of Client/Responsible Party

Date

I strive to provide fair, equitable service to clients. Please let me know if you have questions, concerns, or special needs of which I need to be aware. The purpose of these policies is to maintain ethical standards and fair practices - not to be overly rigid or inflexible.