

CREDIT CARD AUTHORIZATION

I require all my clients to sign an authorization for using their credit card when they begin therapy with me. You may choose to use the card for all payments – or you may opt to pay by cash or check. Some clients prefer the convenience of using the card, as you save time each session, since you do not have to do anything once you have signed the form. Your account is set up.

Also, I do charge your full session fee for late cancellations and missed appointments. Late cancellations are those that are received less than 48 hours prior to your appointment. My answering machine notes the time that the message was left, and that is how I make the determination. 48 hours is 48 hours, not anytime the day or so prior to your scheduled appointment. This is a common practice among therapists as we cannot double-book our time – your session is reserved for you alone.

I understand and agree to the above policies of Lauren Jordan, LCSW, CST. I authorize the aforementioned charges to my credit card.

Signed _____

Date _____

Master Card

Visa

Card # _____

Name on card _____

Expiration Date _____

Billing Address _____
