

Policies and Procedures & Client-Consultant Agreement

Welcome to myIEPadvocate.com! This document contains important information about our professional services, policies, and procedures. Please read it carefully. We are happy to answer any questions you may have. When you sign this document it will represent an agreement between us.

Professional Services:

Our expert, **Amy Scott Lorton, is an experienced Special Needs Education Consultant and Advocate.** We offer IEP review and analysis services, consultations, IEP meeting attendance & participation, and trainings and workshops. Our goal at myIEPadvocate.com is to empower you to help your child succeed in school! Please visit our website www.myIEPadvocate.com for more detailed biographies, information about our services, helpful links, and parent resources.

Fees and Payment Terms:

A minimum, non-refundable deposit of \$390 to secure services will be collected prior to any services commencing. Pre-consultation screenings and/or consultation fees assessed may be billed against the deposit fee. All services are billed at an hourly rate of \$130/hr. Payment is due at the time services are rendered. No additional services will be rendered until accounts are settled. We accept cash, checks, debit cards, and credit card (Master Card, Visa, American Express). Any returned check will be subject to a returned check fee. Reports will not be released until services have been paid for in full. If your account has not been paid within 90 days of service, and arrangements have not been made for payment, legal measures will be taken. In most collections situations, only the client's name, contact information, nature of service provided, and the amount due will be released. All accounts past due will be subject to late fees, 1.0% interest, and all costs of collections.

Confidentiality Policy:

In general, law protects the privacy of all communication between a client and a consultant. The consultant will not be responsible for acquiring or keeping confidential student information. While the consultant may review paperwork with you, it is your responsibility to maintain your student's records.

Acknowledgments & Disclaimers:

By signing electronically below, you state you furthermore acknowledge you understand that Amy Scott Lorton is not a licensed attorney and will not be providing you with any legal advice or legal services. The consultant does not make guarantees about the successful result of any suggestions or actions on your behalf, and all statements are matters of opinion only. You understand that it is your responsibility to independently and thoroughly research all information or advice provided by the consultant before acting on it. The consultant reserves the right to withdraw services at any time if you are not working towards a resolution, or in the event that you withhold or fail to disclose information or facts, or fail to make timely payments.

By signing below, I state that I understand and fully agree to all of the terms of the above Policies and Procedures & Client-Consultant Agreement.

Please print, sign and email this form to myIEPadvocate@gmail.com or mail to: P.O. Box 1404, Gulf Breeze, FL 32562-1404.

Client signature: _____

Date: _____

Client Printed Name: _____