

**HIGH ENERGY FITNESS**  
Policies and Procedures

The following is a list of policies and procedures I have regarding our contract. Please read it completely. If you have any questions feel free to discuss them with me.

1. Current fees for a 60 minute session are \$95; 45 minute session fees are \$75; 30 minute session fees are \$55. Current fees for a 60 minute session with a partner are \$65 each.
2. An additional fee of \$25 will be charged for appointments that require travel time.
3. Your payment for monthly sessions includes any sessions scheduled but not used. There is a 10% discount when you purchase a package of 10 sessions. There is a 5% discount when you purchase a package of 5 sessions. 10 session packages must be used within 4 months; 5 session packages must be used within 2 months.
4. Payments are due at the beginning of the first session of each month. There is a \$30 fee for returned checks.
5. **There is a 24 hour cancellation period.** If you cancel an appointment or need to reschedule with less than 24 hours notice, you will be charged for that session.
6. Rescheduling an appointment will be made according to my availability. If I have a schedule conflict and need to reschedule, I will give you 24 hours notice.
7. Messages can be left on my answering machine any time of the day or night throughout the week. I will return calls during my office hours (which vary), Monday through Friday.
8. Information concerning your work with me can only be released with your written consent.

I have read the above information and understand it completely.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nancy C. Karabaic

\_\_\_\_\_  
Date