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Dear Clients

Due to the high volume of default payments and increase in having to spend an inordinate amount of my time on collection I am going back to my old system of requiring that all clients leave some form of collateral. An active credit card number with expiration date and authorization number will be kept on file of all clients.

The card will **not** be charged **unless there is a default in payment**, which includes a missed appointment or balance due. Reminder that a missed appointment that is charged is not the copay or coinsurance; it is the **full session** amount.

For those who do not have a credit card a debit card or check will be acceptable, though not preferred.

If you close the account used as collateral I expect that you will notify me and another form of collateral will be issued.

I understand that if there is a default in payment including a missed appointment or balance due that my credit card or debit card will be charged for the full amount of the missed session or the full amount of the balance due including finance charges. If I have chosen to leave a check instead of a credit/debit card I understand the check will be cashed under the same circumstances. I am an authorized user of this account.

Credit card # _____

Visa MasterCard Discover (not preferred) Debit (circle one)

Expiration Date _____ 3 Digit authorization code _____

Name on credit card _____ DOB _____

Full address linked to credit card _____

Email for receipt _____ Phone _____

Signature _____ **Date** _____

Signature _____ **Date** _____

A copy of this contract will be provided upon request.