

Thank you for your service request. Please complete the Client Psychotherapy Intake Form, <u>www.nancyprivatepractice.com/Helpfulforms.en.html</u> Please include a brief paragraph about how I may assist you with your goals. Email information to <u>nancy@nancysprivatepractice.com</u>.

I provide counseling through Skype and Google instant messaging. If you are interested in Skype counseling you will need a Skype account. This can be attained at <u>www.skype.com</u>. You will need to register for a Skype account and download the Skype program. Once completed email me your Skype contact information.

Coaching sessions are \$100.00 per session. Before an appointment is scheduled you will need to set up a Pay Pal account. Go to <u>www.paypal.com</u> to establish an account. Go to <u>www.nancysprivatepractice.com/MakeaPayment.en.html</u> to submit payment.

After I receive payment I will contact you to schedule your session. If you need assistance in setting up these accounts, I am available online on Tuesdays to help with this process. I also schedule free consultations to those wanting to discuss if coaching may be beneficial to their situation. Contact me to schedule your free consultation.

Checklist

- 1. Complete referral screening form, and brief paragraph, return to me
- 2. Go to www.skype.com to download Skype program for online counseling.
- 3. Planning on utilizing instant messaging make sure you have a Google email account and are set- up for instant messaging.
- 4. Go to www.paypal.com and set up your pay pal account.
- 5. Go to <u>www.nancysprivatepractice.com</u>, submit payment
- 6. Once payment is received I will contact you within two business days to schedule your online appointment

Thank you for your time and commitment to your personal well being! I look forward to hearing from you,

Nancy L. Perry LCSW, RTC