

# **NOTICE: Fees for Administrative Services**

**Effective March 12, 2007**

*We Are Here To Serve You*

Our staff is glad to service you by pulling your chart, completing documents, photocopying, making phone calls, or making documentations. These services will incur a fee; the fees will be collected up front.

#### **Completing Forms**

Such as school forms, employment, DMV, disability, jury duty, etc. \$15 each

#### **Failed Appointment / Change of Appointment without 24 Hour Notice**

For Physical Appointments \$50 penalty

For All Other Appointments \$25 penalty

Photocopies \$0.50 per page

Mailing Documents \$1

Billing Fee \$5