

Joyce Starks, MSW, LCSW
459 East 1000 South
Pleasant Grove, UT 84062
801-989-1992
joyce@joycestarks.com

BISHOP'S AUTHORIZATION FOR PAYMENT OF SERVICES

Client(s) Contact Information:

Name(s): _____
Address: _____
Phone number: _____
Email: _____

Bishop Contact Information:

Name: _____ Ward: _____ Stake: _____
Preferred contact address: _____
Preferred contact phone number: _____
Preferred contact email address: _____

(Monthly Billing Invoices are sent to Bishop's email address)

Bishop's Comments:

***Ecclesiastical Discount:** The Ecclesiastical Discount for a 75-minute Assessment Session is allocated at \$125.00 per session billed to the ward (rather than \$150.00), and \$25.00 billed to the client. The Ecclesiastical Discount fee for a 50-minute Regular Session is allocated at \$100.00 per session billed to the ward (rather than \$125.00), and \$20.00 per session billed to the client. *The Ecclesiastical Discount is available for only 30 days after Billing Invoice date. If Client cannot pay their full portion of any session, Bishop agrees to pay the remaining Client portion, in addition to the Bishop's portion.* If balance due remains unpaid after 30 days, the charges immediately revert to the full fee. After 60 days, a 10% Late Fee will be applied to the balance due.

Checks are gladly accepted from Ecclesiastical entities only. Please make checks payable to Joyce Starks, and mail payment on the Sunday immediately following receipt of Billing Invoice. Clients must pay their portion prior to each session via the Pay Pal link on my website, joycestarks.com.

No Show/Late Cancellation Policy: If Client(s) are a No-Show for any session, or cancels without giving 24-hour notice, half of the fee will be incurred for the 1st time, the full fee will be incurred the 2nd time, and if a 3rd time occurs, the full fee will be charged, and no further sessions will be scheduled with Client(s).

Bishop hereby authorizes payment of services on behalf of the above named Client(s). The Bishop and Client(s) agree to pay Joyce Starks according to the Ecclesiastical Discount terms explained above.

Client(s) Signature(s)

Date

Bishop's Signature

Date

Bishop and Client(s) are encouraged to make copies of this Agreement for their records. Please return signed original Agreement to Joyce Starks prior to receiving services.