

PRIVATE COACHING POLICIES

Colette Sartor

- **Hourly Rate** - \$100 per hour for both meetings and prep time.
- **Submissions** – You must submit work 1 week prior to our scheduled meeting unless we have agreed upon a different submission time. Otherwise, I cannot guarantee written comments.
- **Payment** – Payment is due at the meeting, cash or check only. I will invoice you at each meeting. You are responsible for any fees incurred by me in connection with any checks returned for insufficient funds.
- **Late payment fee** – Payments not received within 7 days are subject to a 1% fee, charged monthly until payment is received. Additional meetings will not be scheduled until any outstanding balances are paid in full.
- **24 hour cancellation policy** – If you cancel a meeting with less than 24 hours' notice, you will be charged for the length of the scheduled session plus my prep time.
- **Lateness** – Meetings run as scheduled. If you are late, we still will end on time and you still will be charged for the length of the scheduled session. Therefore, please arrive promptly.