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## BILLING AGREEMENT

Appointments with Rachel Webster Personal Fitness (RWPF) are billed on a pre-pay basis. Bills are issued directly and are due upon receipt. RWPF works on a scheduled appointment basis. Monthly billing is also available in special circumstances. A service fee of \$15 will be charged and payment is due upon receipt. Invoices are issued on the first of the following month. For late payment, there will be a service fee and late fees as follows: 30 days 5%, 60 days 10%, 90 days 15%.

In order for Rachel to effectively use her time, we ask that clients give 24-hour notice when canceling an appointment. This means a cancellation should be made at least 24 hours **prior** the scheduled appointment. **Personal training sessions canceled inside of 24 hours of the scheduled appointment will be billed at the normal rate of a single session to the client, or clients (in a semi-private session).**

Refunds are provided only under the following circumstances:

1. WPPF is unable to provide services to the client within RWPF business hours (mon- fri 6am-6pm; sat 7am-1pm)
2. A client's medical condition exists that makes it impossible to work with a trainer. In this case, a physician's written notification is required.
3. All remaining personal training sessions following a 90-day inactive period will be non-refundable. Sessions unused after 1 year inactive will no longer be honored.

I, \_\_\_\_\_, have read and understand and accept these policies as they relate to personal fitness training procedures with Rachel Webster Personal Fitness. I also agree to give 24 hours notice when canceling an appointment and understand that I will be charged if I cancel within 24 hours notice.

Acknowledged and agreed:

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CLIENT (Signature)

DATE

Witnessed:

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TRAINER (Signature)

DATE

