

BROWN, GEIGER & ASSOCIATES

Attorneys and Counselors at Law

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Welcome to the law office of Brown, Geiger & Associates. Our office hours are from 8:30 a.m. to 5:30 p.m. Monday through Friday, and Saturdays by appointment only. For your information and clarification, listed below are some office procedures that will save you time, frustration, and expense. After reading, please sign and return to the front desk for a copy.

APPOINTMENTS: Please call in advance to schedule appointments for all in office visits, even if this means scheduling and appointment at the last minute. Additionally, drop-ins are disruptive and unfair to other clients and are discouraged. This provides us with an opportunity to consider your case and to suggest the best course of action. In some cases this may mean simply squeezing you into the existing day's schedule, but in others we may be able to consult with you over the phone thus precluding the necessity of an impromptu office visit. This can save you time, money and inconvenience. Finally, if you are detained due to circumstances beyond your control please take a moment to call so that we can adjust our scheduling accordingly.

COST MANAGEMENT:

To help reduce your expenditures we will attempt to direct you to the least expensive resource capable of satisfying your requirements. A copy of our office fee schedule will be provided during your initial office visit. To help minimize your costs utilize front office personnel for matters such as court hearing and other dates, directions, account and billing information, scheduling appointments, etc.

RETURNED CHECKS: Returned checks are assessed a \$30.00 fee.

BILLING AND PAYMENT: Statements for services rendered are mailed to clients on a monthly basis. Where an unpaid balance exists payment is due upon receipt of the statement. If the client still has an unpaid balance 30 days past the final statement date, their account will be referred to a collection agency with a 1.5% monthly interest rate plus all accrued collection costs. Once a case has been formally accepted fees for rendered services are due even if the client later decides against further action in this matter. Any unearned retainer or other monies will be refunded.

I have read the above statement. I understand and accept these procedures.

Client

Date