

RETAINER PLAN AGREEMENT

I, Jan Matthews (the Counsellor) offer you (the Client) full support per calendar month (Monthly Allowance) in the form of visits here, email exchange, text exchange, phone calls or Skype in counselling services... in exchange for a reduced rate fixed monthly retainer fee ([Retainer Fee](#)).

The [flexible nature and discounted fee](#) of this Retainer Agreement reflects the occasional likelihood of holidays and absence on both sides. However, before or after the Counsellor's holiday dates, the Counsellor will always endeavour to reimburse session time 'lost' - but only where the Counsellor and the Client agree appropriate or required.

Terms

Monthly Allowance: [protected hourly support available](#) - see [Monthly Allowance](#), next page

Protected: [the Counsellor's exclusive commitment to the Client's support](#) – see [Other Conditions](#) below

Monthly Period: [each month within the Retainer Plan Agreement, including the Period End Date](#).

Period End Date: [date agreed each month on which the Retainer Fee will be paid](#)

Termination Date: [A date agreed between Counsellor and Client, following notice to terminate](#).

Payment: [The Retainer Fee is due and payable in respect of each Monthly Period one month in advance by standing order on each Period End Date, for so long as this agreement is not terminated within its terms](#).

Termination

1. This agreement may be terminated by the Counsellor with immediate effect where the Counsellor feels the service is no longer appropriate or beneficial for the Client. The Counsellor may refund an amount of the remaining Monthly Period Retainer Fee.

2. This agreement may be terminated by the Client (Termination Date) upon notice to the Counsellor to terminate at the end of [the next](#) Monthly Period, [and after](#) the Period End Date in that Monthly Period. In these circumstances, the Retainer Fee remains payable until the Termination Date, together with the Client's ongoing protected time until that Termination Date.

Other Conditions

Within the counsellor's professionally limited caseload, [protected hourly support](#) in the provision of counselling services – outlined in the offer above – will be agreed no less than two, but no more than three months in advance. Wherever possible, a same time/day each Monthly Period will be agreed

Where homework/email exchange agreed, the Counsellor will endeavour to advise response availability up to 7 days in advance

Where the Client gives the Counsellor more than 48 hours' notice of cancellation of session, the Counsellor will endeavour to offer an alternative time during that Monthly Period.

Where the Client gives the Counsellor less than 48 hours' notice of cancellation, the hours' availability from that Monthly Allowance shall be lost.

The Counsellor agrees to advise the Client where possible at least 24 hours before a session of her unavailability and to re-schedule a timely alternative

Any portion of the Monthly Allowance which has not been used by the end of the Monthly Period cannot be rolled over into the next Monthly Period.

Signature and Agreement

This Agreement is between The Client
and Jan Matthews, The Counsellor.

Monthly Period: Initially (mm/yyyy) and thereafter, from the (dd) to the (dd) of the month

NB: There will be an automatic renewal of the Agreement in the absence of notice to terminate on either side.

Retainer Fee: £ ... pcm

By Standing Order, the Period End Date/Retainer Fee will be due:

By the (dd) of each month.

First payment is due by (dd/mm) as an advance payment for the monthly period of (dd/mm/yyyy)

Monthly Allowance:

For each client:

Up to (nn) HOURS per calendar month for the duration of the Agreement thus:

Constituting a weekly visit &/or engagement in email exchange, text, Skype &/or phone call

Acknowledged and Signed:

Client:

Counsellor: Jan Matthews

Date:

Signature: