

## *Welcome!*

Please complete, read through and sign the intake forms before your first appointment, as this will save us session time on paperwork. Feel free to ask me any questions you may have regarding this information, and leave anything blank you don't feel comfortable answering at this time. You will be provided a copy of the forms for your personal files.

To make the most use of our time together, please have your payment ready at the start of each session. Payment can be made with cash, check or credit card. Checks can be made payable to: **Kyra Riddell**. Please be mindful of my 24 hour cancellation policy should you need to cancel or reschedule.

Directions are provided on my website. Upon arrival of your first session, please make yourself comfortable in the waiting area, enjoy some water or tea if you wish, and I will be with you shortly. Restrooms are located outside our suite in the hallway. Please ask the receptionist for the key.

I look forward to meeting with you.

Sincerely,

A handwritten signature in cursive script that reads "K. Riddell". The signature is written in black ink on a white background.

Kyra Riddell, MA, LMFT

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