



Private Service Request Form

CLIENT INFORMATION

Legal First Name:

Legal Last Name:

Preferred Name:

Gender: Male Female Other(specify):

Pronouns: She/Her He/Him They/Them Not Listed(specify):

Date of birth (DD/MM/YYYY):

Address:

City:

Province:

Postal Code:

Email:

Home Phone:

Cell Phone:

Claimants First Language: English French Other(specify):

Current Occupation:

Have you been a client at Bravework before?: YES NO

BILLING INFORMATION

Name (If different from above):

Mailing Address (if different from above):

Email:



SERVICE REQUESTED

(Check all that apply):

- Career Exploration
- Job Search Assistance
- Resume/Cover Letter Work
- Positive Psychology Coaching

I would like to complete the 3 sessions for \$300 package

ADDITIONAL NOTES

Please detail any other information as to how Bravework can assist you:



CANCELLATION POLICY, revised January 2024

Your appointments are scheduled in advance and are a time reserved exclusively for you. When a session is cancelled without adequate notice, we are unable to fill this time slot by offering it to another person.

A full 24hrs notice is required for cancelling appointments, if you cancel with less than 24hrs before your appointment time you will be billed for 50% cost of you appointment. If you cancel with less than 12hrs notice before your appointment, you will be billed for 75% of the cost of your appointment.

Clients who fail to show up for scheduled appointments will be billed for the full amount of their appointments.

There is a range of valid reasons for cancelling an appointment. To be consistent with all clients, cancellation fees will only be waived in the event of a medical emergency requiring urgent professional treatment, Covid 19 symptoms, or a death in the family or a natural disaster.