



## 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.

For appointments within Winnipeg, 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 your appointment. If you cancel with less than 12hrs notice before your appointment, you will be billed for 75% of the cost of your appointment.

For appointments outside of Winnipeg, a full 48hrs notice is required for cancelling appointments. If you cancel with less than 48hrs notice, or do not show for your appointment, you will be billed for 100% cost of your appointment (costs of appointment, assessment, and travel).

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.