

# CARROLL EDUCATIONAL GROUP, INC.

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Date \_\_\_\_\_

Name (Parent, Guardian, etc.) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

## Retainer Agreement

**(Please fax to 847.377.9497 or Mail to C.E.G., 3236 Prestwick Lane, Northbrook, Illinois 60062)**

We appreciate your confidence in hiring Carroll Educational Group (“CEG”) to work with your family. This will confirm you have retained our educational consulting services.

CEG will meet with your child on a prearranged schedule. Meetings generally run from 45 minutes to one hour. Additionally, CEG will regularly e-mail or converse with teachers, parents and other professionals as needed as part of the fee from each session. This fee also covers any preparation and travel time.

Our fee structure is as follows. For sessions, we charge \$\_\_\_\_\_ per meeting time. We also charge \$\_\_\_\_\_ per hour (based on 30-minute intervals at \$\_\_\_\_\_) if our services are required at school meetings or to review documents that require a significant amount of time. Additionally, charges may be accrued for phone conversations lasting over 30 minutes. Clients will be billed at the end of each month. CEG will submit invoices every 30 days to you for all services performed. You agree to pay CEG within 15 days of receipt.

CEG has a 24-hour cancellation policy. If an appointment is cancelled within 24 hours, payment for that session is required if it cannot be rescheduled the same week.

We look forward to working with your family. Accordingly, please print and sign this letter and fax or mail it to CEG.

Sincerely,  
Carroll Educational Group, Inc.

By: \_\_\_\_\_  
Jonathan D. Carroll  
Educational Consultant

AGREED AND ACCEPTED

Name/Signature \_\_\_\_\_ Date \_\_\_\_\_