

Alice DeVille, Consultant

13629 Artesa Bell Drive, Riverview, FL 33579-2397

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Dear Client:

Thank you for your interest in a consultation that is tailored to your business, career, and personal needs. Together we'll use a holistic approach to examine your total life picture and determine areas of immediate consideration.

My expertise lies in presenting you with self-assessment tools and feedback that will assist you in making choices, setting priorities, and identifying options for maximizing use of your personal talents. Along with my strong business management expertise, I use an intuitive approach combined with developmental psychology tools to assist you in finding balance and satisfaction in your life. The methods used are designed to give you:

- ◆ **Confidence in setting realistic goals and planning your future,**
- ◆ **Strategies for developing and sustaining meaningful personal and professional relationships.**
- ◆ **An objective analysis of your current situation and steps for making timely changes.**
- ◆ **Insight into areas of personal growth.**

Consultations normally run 60 or 90 minutes in length and may be conducted by telephone. Office hours are by appointment only EST/EDT Monday through Friday 12 until 6 PM; and Saturdays from 12-4:00 PM. Please review the enclosed policy statement and fee schedule. Complete the personal history questionnaire and return it to me at least 5 days before your scheduled appointment. **Payment is due in advance via PayPal which is linked to alice.deville27@gmail.com.** Consultation fees apply to the **primary** client; additional charges apply for extra chart analysis and comparative work (see next page). If you have any questions, call for details at (813) 374-5398, or reach me on e-mail: DeVilleAA@aol.com. Schedule your appointment online or by calling (813) 374-5398. I look forward to hearing from you.

Sincerely,

Alice DeVille

Alice DeVille

Enclosures

Alice DeVille

Fee Schedule and Policy for Consulting Services

Initial consultations require considerable pre-work to review personal history questionnaire, set up a client file, and complete appropriate research so that time scheduled for appointment is targeted to your specific request for information. All consultations (initial or follow-up) are interactive and recorded on a digital file as an optional courtesy to you. You may decline this service or tape your own session. PAYMENTS are NON-REFUNDABLE once I have done the analytical and prep work required to conduct your consultation. Currently I accept payments for services via PayPal (www.paypal.com) where you can use either credit cards or debit cards directly from your checking or savings account at this secure site. You do not need your own PayPal account to pay for your consultations this way although I highly recommend obtaining one as you will see more and more vendors offering payment through PayPal. I no longer keep clients' credit or debit card numbers on file. PayPal notifies me when the funds have been received in my account. My phone number is 1-813-374-5398.

ALL CONSULTATIONS

All **INITIAL** and follow-up consultations have level pricing. Invoices are sent to you as soon as I book your appointment for a telephone consultation so that you can make your payment via PayPal. Don't send anything to PayPal until you receive the invoice. Payment must be received prior to your consultation date. Fees cover the standard principal party analysis, and you can book in one hour \$225, 1-1/2 hour \$325, or 2-hour increments \$450 based on how many people you asked to have analyzed. You can request chart analysis for additional people at \$90 per birth date during the same consultation and receive a full update. Be sure you allow enough time for a consultation if you are asking for analysis for more than one other party. Couples' compatibility analysis is \$325 for one hour and \$425 for 1-1/2 hours. Please provide name, date of birth, birth time and location of birth for both parties. Also include the city/town/state where you currently reside.

Please give 24-hour notice by telephone if you need to reschedule your appointment. Additional work for time spent outside the appointment period or normal pre appointment prep work is subject to an additional fee.

Alice DeVille

DISCLAIMER STATEMENT

This [and any future] consultation(s) is (are) tailored to the business, career, and personal needs that I, the client, have indicated an interest in exploring. I understand that the consultant draws upon a diverse range of expertise - including sound business management practices, relationship analysis, and developmental psychology - to conduct my session (s).

I, _____, understand this approach and agree with the following:

1. The consultant does not assume the role of an attorney, financial manager or stockbroker, marriage counselor, therapist, or medical practitioner.
2. The consultant does not make decisions for me but rather suggests options for examining aspects of relationships, career direction and current issues I wish to explore.
3. Information exchanged between the consultant and me is confidential, and the consultant may not disclose content to a third party unless I give written consent to do so. No liability may be directed toward the consultant if I share personal information or tapes with third parties.
4. I understand and agree with the fee schedule and cancellation policy for consultations: that the required payment is non-refundable, that I will be billed in full for breaking the appointment unless I give a 24-hour telephone notification, that I will incur no extra charge if I reschedule earlier than 24-hours before the appointment, and that all consultations are PAID IN FULL, in advance.
5. Material is taped via digital recorder which I download and send to you by e-mail immediately following our consultation. Client may elect to tape the session in lieu of the consultant or decline a taped session altogether. I send you a zip file with all charts we are going to cover in advance.
6. I release Alice DeVille, consultant, from any liability for the outcome of my decisions.

Client Signature

Date

Alice DeVille, Intuitive Business Consultant

Date

PLEASE SIGN AND RETURN THIS FORM WITH YOUR ORIGINAL NEW CLIENT INFORMATION FORM. THANK YOU!

Alice DeVille

NEW CLIENT INFORMATION

APPOINTMENT DATE: _____ **APPOINTMENT TIME:** _____ **E-mail Address:** _____

TYPE OF APPOINTMENT REQUESTED: _____ **OFFICE** _____ **TELEPHONE**

HOW DID YOU HEAR OF THIS SERVICE? _____

NAME: _____ **GENDER:** (please circle) **M** **F**

ADDRESS: _____

TELEPHONE NUMBERS: HOME: _____ **WORK:** _____

BIRTHDATE: _____ **TIME OF BIRTH (hour, minute)**
Month Day Year _____ AM _____ PM

BIRTHPLACE: _____
(City --- County --- State --- Country)

PERSONAL INFORMATION

FULL NAME AT BIRTH: _____

Marital Status: _____ **Spouse Birth Data:** _____

Number of Children: _____ **Ages of Children:** _____

Career: _____ **How long?** _____ **Satisfied?** _____

What topics would you like to emphasize this session?

List questions/goals you may have regarding the above. Attach additional sheets.

I USE PAYPAL for all appointments and services. Once you schedule an appointment, you will receive via email a PayPal-generated invoice from Alice DeVille. PAYMENTS ARE DUE IN ADVANCE OF YOUR SCHEDULED APPOINTMENT. Your digital recording will go out via e-mail right after our consultation ends. If your appointment is 1 hour, I send one digital recording; for 90 minutes or more, I send Part 1 and Part 2 separately in sync with recording conventions.

I will confirm your appointment once I hear from you. Thank you!

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