

Date _____

Name (Parent, Guardian, etc.) _____

Street Address _____

City, State, Zip Code _____

Phone Number _____

Retainer Agreement

(Please fax to 847.377.9497 or Mail to IEP Experts, 790 Frontage Road #328, Northfield, IL 60093)

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

IEPE & CEG will review documents and other important information in regards to a client. You are contracting IEPE & CEG to assist with Special Education documentation and questions in regards to a Special Education program. Additionally, CEG will regularly e-mail or converse with teachers, parents and other professionals as needed as part of the fee.

As mutually agreed up, IEPE & CEG will provide the following service _____ at a cost of _____. Any additional services will be mutually agreed upon as needed.

In case of a face-to-face appointment or phone consultation, IEPE & CEG have a strict 24-hour cancellation policy. If an appointment or phone consultation is cancelled within 24 hours, payment for that session is required if it cannot be rescheduled the same week. Payment is expected within 15 days of receipt. After 90 days, if payment is not received the client is responsible for any additional fees involved in collecting the debt.

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 _____