

Dear Client,

Thank you for contacting The Law Offices of Teresa K. Bowman P.A. It was a pleasure speaking with you on the phone today. We look forward to your upcoming meeting!

When is My Appointment?

Your appointment will be scheduled and confirmed prior to the appt time.

Do I Need to Confirm My Appointment?

Yes! We will confirm your appointment with you a week prior to your scheduled appointment time. We will call you on the number you provided to us. As we discussed on the telephone, if we are unable to confirm your appointment, we may cancel your appointment and ask to you reschedule.

What If I Don't Confirm My Appointment?

We are often asked why we cancel appointments if we cannot confirm them, and we want to answer this question. As one of the only Certified Elder Law Attorneys in our area, attorney Teresa Bowman is in very high demand. We have a long wait list of clients wishing to make appointments right now. This means, if we cannot confirm that you can attend, we may need to cancel your appointment time and fill it with someone on our waitlist.

What If I Confirm but Something Happens?

We know things happen, even after you confirm your appointment. If you confirm your appointment and do not show up, please contact us immediately to let us know the reason and we will be happy to reschedule.

We want to let you know now though that no shows without a call to our office will not be rescheduled.

What Do I Need to do to Prepare for My Meeting?

First, you will also receive an email to join our client portal (MyCase) and an invitation to the appointment as well as a request to electronically sign the Client Initial Consultation Agreement. Please contact our office if you have any issues with signing electronically.

Second, please find the following document attached to this email:

- A Questionnaire, to be completed to the best of your ability (all questions may not apply). The information requested is needed in order to understand your unique situation so the attorney may better advise you.

At least one day before your appointment, please make sure you have provided us with the completed Questionnaire and any additional documents you wish to share with the attorney by either uploading them to our client portal (MyCase) or emailing them to me. You may also bring your questionnaire the day of the appointment, if you are unable to complete it in time, however this will not allow the attorney to review prior to the appointment.

Is There a Cost for My Meeting?

The cost for the Consultation is \$350, made prior to the appointment. Payment may be made either by check or by credit card, however, credit cards payments do have a 3% surcharge. At this time, we only accept Visa and Mastercard. We do have an online option for credit cards and we can take an e-check with no additional fees.

If you have any issues in downloading/uploading, and/or printing your documents, I will be happy to assist you.