

Client Information

Click the link ("Client Information") below to download the necessary files.

"Client Information"

***Note:** This is a zipped file that may require a software package. If you do not have this software you can download [7-Zip](#) for PC or [The Unarchiver](#) for MAC, both are free.

To avoid delay in processing of your documents, please be sure to return all forms as well as the 2 required pictures as stated on the "Appointment & Fee" form.

PC Users

1. Save the forms to your computer in an easy to find spot (Desktop), open them, fill them out and **re-save**. If you do not have Adobe, Download and install [Adobe Reader](#) (De-select "Yes, install McAfee Security Scan Plus" and "True Key by Intel Security")
2. Send the completed forms back to us by attaching them to an email and sending to the email address provided on the "Appointment & Fee" form.

*For information on digitally signing a form please visit this [link](#).

**If you're unable to digitally sign, please print and enter your information. Email, fax or USPS the forms back to us using the contact information provided on the "Appointment & Fee" form.

MAC Users

1. Save the forms to your computer in an easy to find spot (Desktop), open them, fill them out and **re-save**. Open the forms in "Preview" (a program that comes preinstalled on every Mac running OS X Lion or later.)

2. Send the completed forms back to us by attaching them to an email and sending to the email address provided on the "Appointment & Fee" form.

*For information on digitally signing a form, please visit this [link](#).

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Interest-Free Payment Plan:

- If you have requested to utilize the interest free payment plan, two equal payments by credit card will be deducted from the credit card account you have authorized.
- Accounts are per individual client, not per entire family. A separate payment plan will be arranged for each family member.
- The first payment will be deducted from your credit card within 2 business days of your consultation.
- One subsequent payment is scheduled 30 days thereafter.
- The above schedule may be applied to each subsequent appointment.
- All outstanding balances must be paid in full prior to subsequent appointments.
- Please notify our office of any change to your credit card information.