

# **BRIDGE BUILDERS CONSULTING, LLC**



## **CLIENT SERVICE AGREEMENT**

Client Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

## **SERVICES**

Bridge Builders Consulting, LLC provides educational consulting and advocacy support to help families better understand and navigate Special Education services and processes. Services may include consultation, document review, meeting preparation, advocacy support, communication guidance, and explanation of Special Education procedures and parental rights.

*Bridge Builders Consulting, LLC does not provide legal representation, legal advice, therapy, counseling, or medical services.*

## **SERVICE SELECTION**

Please select the service package requested:

**Early Support Package** - \$125

Includes:

- Review of parent concerns
- Guidance through the referral and eligibility process

- Explanation of timelines, procedures, and Special Education terminology
- Communication support and suggested language for working with the school team
- Strategy session with recommendations and next steps

□ **IEP Strategy & Preparation Package** - \$250

Includes:

- Review of educational records and relevant documents
- Suggested IEP goals tailored to the student's needs
- Recommended accommodations, supports, and services
- Guidance and justification statements to support recommendations
- Suggested questions and talking points for meetings
- Personalized Digital IEP Planning Packet
- Up to 3 hours of email, text, and phone support

□ **IEP Support Package** - \$325

Includes:

- All services included in the IEP Strategy & Preparation Package
- Attendance at one virtual IEP meeting (up to 1 hour)
- Post-meeting debrief and recommendations
- Up to 3 hours of email, text, and phone support

**DOCUMENT REVIEW TIMELINE**

Educational records should be submitted at least five (5) business days prior to any scheduled meeting whenever possible. Expedited review requests may be subject to additional fees and consultant availability.

**SUPPORT HOURS**

Support hours may include email communication, phone consultations, text

communication, document review, meeting preparation, and related consultation services. Time spent reviewing additional records or providing services beyond those included in the selected package will be billed accordingly.

### **ADDITIONAL SERVICES**

Additional support beyond the hours included in the selected package is billed at \$50 per hour.

Ongoing consulting services requested after completion of the selected package may be billed at \$75 per hour.

### **MEETING ATTENDANCE FEES**

Virtual Meetings:

- First hour: \$50
- Each additional hour: \$30

In-Person Meetings:

- First hour: \$100
- Each additional hour: \$45

Travel fees may apply for meetings outside the immediate service area and will be discussed in advance.

### **PAYMENT**

Payment is due upon receipt of invoice unless otherwise agreed in writing.

Services may be suspended until outstanding balances are paid in full.

### **CONFIDENTIALITY**

Bridge Builders Consulting, LLC will maintain the confidentiality of student and family information to the extent permitted by law. Information will not be shared without client consent except when required by law.

### **RECORD REVIEW AUTHORIZATION**

By signing this Agreement, the Client authorizes Bridge Builders Consulting, LLC to review educational records, evaluations, IEPs, 504 Plans, correspondence, and other documents voluntarily provided for consultation purposes.

### **NO GUARANTEE OF OUTCOME**

The Client understands that educational decisions are made by school divisions, eligibility committees, IEP teams, and other authorized personnel. Bridge Builders Consulting, LLC cannot guarantee specific outcomes, eligibility determinations, services, placements, or resolutions.

### **CANCELLATION AND RESCHEDULING**

Scheduled consultations may be rescheduled with at least 24 hours notice. Missed appointments or cancellations made with less than 24 hours notice may be subject to a cancellation fee.

### **CONSULTANT ROLE**

Bridge Builders Consulting, LLC serves as an educational consultant and advocate. Recommendations provided are intended to support informed decision-making and collaborative problem-solving.

### **CLIENT ACKNOWLEDGEMENT**

I acknowledge that I have read, understand, and agree to the terms outlined in this Agreement.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bridge Builders Consulting Representative:

\_\_\_\_\_

Date: \_\_\_\_\_