

NEW CLIENT FORM

CLIENT NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

HOME TELEPHONE: _____

BUSINESS TELEPHONE: _____

MOBILE TELEPHONE: _____

EMAIL ADDRESS: _____

Credit Card Information (VISA, MasterCard, Discover)

Please provide credit card information below to hold appointment times for consultation and for fee for services as requested.

Payment is due in full at time of service by **check or credit card**. Scheduled appointments must be canceled at least 24 hours in advance or you will be charged in full for the scheduled session. Monday appointments must be cancelled no later than 5:00 pm on Friday.

- I understand that any payment, whether credit card or check, is subject to a \$30.00 per day handling fee if the card is declined or a check is returned until payment is received and processed.

Credit Card: Visa MasterCard Discover

Card Number: _____ Expiration Date: _____ / _____

Signature: _____

All credit card charges are processed by ProfessionalCharges.com of Glendale, CA on behalf of Ryan Crooks, Architectural Consultant. Any credit card charges will appear on your statement as professionalcharges.com.

Architectural Consultation is meant to help guide the client through various choices and decisions inherent in design and construction of buildings and landscape. Architectural Consultation does not take the place of the services and responsibilities of an Architect. When working with Ryan H. Crooks, RA as an Architect, an agreement between owner and architect, by the American Institute of Architects, will be used.