



CLIENT QUICK REFERENCE GUIDE

Phone and Email:

**Coaching Life:** (310) 721-2119

Call this number for our scheduled coaching calls and to contact me to make appointments, change appointments, ask a question or have a non-coaching discussion.

**Email:** [dorit@doritreichental.com](mailto:dorit@doritreichental.com)

Payments:

Coaching sessions are to be paid 24 hours in advance of your service. Payments can be paid by credit card or check mailed to:

Dorit Reichental  
11340 West Olympic Blvd., Suite 210  
Los Angeles, CA 90064

Rescheduling and Missed Appointments:

If you need to reschedule a session, please give me as much advanced notice as possible. I will do my best to be flexible about rescheduling. However, my request is that you avoid rescheduling your coaching sessions when possible. I believe that respecting the time you commit to coaching empowers the process and strengthens your commitment to your own success.

If you miss a scheduled session without first notifying me, you will be charged for that session. Please give me at least 24 hours notice if you wish to avoid being charged for a missed session.

Coaching sessions are 50 minutes long, unless we design something different. If you call in late for a scheduled coaching session, the remainder of the scheduled time will still be available to you. However, if I have other appointments, I may not be able to give you a full 50 minutes.