

# WELCOME

TOTAL LIFE COUNSELING CENTER



## Congratulations!

The hardest step with coaching or counseling is making the first appointment and you did it! Here are a few recommendations to keep your momentum so you can maximize your benefits from coaching or counseling:

**Financial Concerns:** If there are any financial issues or concerns we may be able to work with you on this.

**Calendar:** Always remember to have your Calendar when you come to TLC and when you Call to Reschedule:

- **Save Time:** Having your Calendar will save you time and keep you from needing to remember to call us back.
- **Life gets busy** and often people forget to call back to reschedule or schedule a follow-up appointment.
- **Time Lapses:** If too much time passes without a follow-up appointment, clients can actually regress and lengthen the time needed to see results in counseling.
- **Consistency:** Follow-up appointments are important in order to receive the maximum benefits from your first session!
- **Canceling or Rescheduling:** If you do not receive a reminder call please keep in mind the reminder is a courtesy but we need to leave it up to you to contact us **at least one (1) business day** prior to your appointment time if you need to reschedule.

**Expectations:** Everyone has their own idea of what to expect from counseling varying from watching Dr. Phil or prior experiences. Please discuss your feelings if you feel your expectations are not being met. We can usually address this concern right away.

**Closure:** When things are going well often clients cancel their appointments before letting us know about your progress. We love to hear the Good News so it's very important to have that final session to celebrate your counselor!

**Directions:** For directions to our location please download the maps at <http://www.totallifecounseling.com/maps>

**Bring Forms:** Please remember to print out your new client registration forms and fill them out prior to your first session. Download the Forms @ <http://www.totallifecounseling.com/forms>

Should you need further assistance or an emergency arises before we can meet, please feel free to call 407-248-0030.



1507 S. Hiawassee Road, Suite 101

Orlando, FL 32835

Satellite Locations: Winter Park, Clermont,  
& East Orlando

Phone: 407-248-0030

Email: [info@totallifecounseling.com](mailto:info@totallifecounseling.com)

Web: [www.totallifecounseling.com](http://www.totallifecounseling.com)



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## GENERAL INFORMATION

Date: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Full Name:  Mr.  Mrs.  Ms.  Miss  Dr. \_\_\_\_\_

Nick Name: \_\_\_\_\_ Name You Prefer: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  Male  Female

Race:  White  Black  Hispanic  Asian  Other: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

## CONTACT INFORMATION

Street Address: \_\_\_\_\_ Suite/Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ May We Send Mail Here:  Yes  No

Mailing Address or Post Office Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ May We Send Mail Here:  Yes  No

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ May We Leave a Message Here:  Yes  No

Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_ May We Leave a Message Here:  Yes  No

Work Phone: (\_\_\_\_\_) \_\_\_\_\_ May We Leave a Message Here:  Yes  No

Email Address: \_\_\_\_\_ May We Send Email Here:  Yes  No

## EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

## EMPLOYMENT INFORMATION

Employer: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Occupation: \_\_\_\_\_ Average Hours Worked Per Week: \_\_\_\_\_

Average Annual Salary:  \$0 to \$10,000  \$20,001 to \$40,000  \$50,001 to \$60,000  \$80,001 to \$100,000  
 \$10,001 to \$20,000  \$40,001 to \$50,000  \$60,001 to \$80,000  More than \$100,000

## EDUCATION INFORMATION

Last Year of School Completed:  9  10  11  12  GED College:  1  2  3  4  Other: \_\_\_\_\_

Are You Currently in School:  Yes  No. If Yes, What School: \_\_\_\_\_



**RELATIONAL INFORMATION**

Current Relational Status:  Single  Dating  Engaged  Married  Separated  Divorced  Widowed

Are You Content with Your Current Status:  Yes  No. If No, Briefly Explain: \_\_\_\_\_

If Married, How Long: \_\_\_\_\_ Number of Previous Marriages for You: \_\_\_\_\_ For Your Partner: \_\_\_\_\_

If Separated or Divorced, How Long: \_\_\_\_\_ If Widowed, How Long: \_\_\_\_\_

Partner's Name:  Mr.  Mrs.  Ms.  Miss  Dr.  Rev. \_\_\_\_\_

How Long Have You Known Your Partner: \_\_\_\_\_ Age: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Partner's Race:  White  Black  Hispanic  Asian  Other: \_\_\_\_\_ Partner's Sex:  Male  Female

Partner's Occupation: \_\_\_\_\_ Average Hours Worked Per Week: \_\_\_\_\_

Last Year of School Partner Completed:  9  10  11  12  GED College:  1  2  3  4  Other: \_\_\_\_\_

What Words Would You Use to Describe Your Partner: \_\_\_\_\_

Is Your Partner Supportive of You Seeking Counseling:  Yes  No  Unsure  Partner Doesn't Know

With Whom Do You Currently Live (*Check All that Apply*):  Alone  Spouse  Children  Parent(s)  Sibling(s)  
 Boyfriend  Girlfriend  Roommate  Other: \_\_\_\_\_

**CHILDREN**

List Your Children (Living or Deceased):

Name	Sex	Current Age or Year of Death	Relationship to You <i>(e.g. Natural, Adopted, Step)</i>	Living with You?	Describe Him/Her

**FAMILY OF ORIGIN**

List Mother, Father, Brothers, Sisters, Step Family, and Any Other Family Members who Effected You Positively or Negatively:

Name	Sex	Current Age or Year of Death	Relationship to You <i>(e.g. Mom, Dad, Sibling, Step)</i>	Occupation	Describe Him/Her



**PRESENTING ISSUES AND GOALS**

Please Describe Why You Are Coming to Coaching (i.e. What Are Your Issues, Problems?): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Why Have You Decided to Come for Coaching Now: \_\_\_\_\_

\_\_\_\_\_

What Do You Hope to Gain or Change by Coming for Coaching: \_\_\_\_\_

\_\_\_\_\_

How Long Do You Believe Coaching should Last: \_\_\_\_\_

**PREVIOUS COACHING**

List Any Previous Coaching You Have Received (Use Back If Necessary):

Therapist: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_ Reason: \_\_\_\_\_

Therapist: \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_ Reason: \_\_\_\_\_

**RELIGIOUS BACKGROUND**

Please describe your religious involvement if any. Are there any special religious, cultural or ethnic considerations we should be aware of?

\_\_\_\_\_

Church attendance? If so, what is the name? \_\_\_\_\_

Do You Have a Personal Support System:  Yes  No. If Yes, Who: \_\_\_\_\_

**TERMS OF SERVICE**

*I hereby give Total Life Counseling Center permission to provide coaching services for the client mentioned above:*

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



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## Financial Policy

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### **Payment Policy:**

We are committed to providing you with the best possible care. Payment for services is due at the time of service. We accept cash, checks, Master Card, and Visa.

Our fees:

- Individual Coaching Sessions are \_\_\_\_\_ per hour (hourly sessions are 50-60 minutes)
- Groups are \$48.00 per hour
- Coaching Services: Professional Letters, Emails or Phone/Conference calls may be billed, if requested, in 15 minute increments at the individual coaching rate.
- Administrative Services: Letters from the front office will be billed a \$15 per 15 minutes with a \$15 minimum.
- Returned checks are subject to a \$30 fee.
- No-show fees are charged for appointments canceled or broken without 24 hours advance notice unless there is an emergency or illness. The no-show fee is equivalent to your normal session fee.

If you have any questions about our financial policy please do not hesitate to ask us. We are here to help you.

Thank you.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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### **DIRECTIONS-- SEE MAPS ON NEXT PAGE**

Greetings and thank you for contacting Total Life Counseling Center. We consider it a privilege to serve you and look forward to working with you. Below are instructions to our offices. You can also go to our website and click the Office Locations Link and click on the office you are attending. Then you can enter your address for directions.

#### **Metro West Office @ Metro West Professional Plaza, 1507 S. Hiawasse Road Suite 101, Orlando FL 32835:**

- From Kissimmee N. on Turnpike to EXIT 259, Take I-4 toward Tampa to the Kirkman Rd Exit 75B and take Kirkman 2.6 miles. Take Left on Metro West Blvd for 1 mile. Take Right on Hiawasse Road .3 miles and turn between the McDonalds on the right and our Building. Then immediately turn right again into the parking lot behind the building.
- From Tampa I-4 East to Orlando and take the Kirkman Rd Exit 75B and take Kirkman 2.6 miles. Take Left on Metro West Blvd for 1 mile. Take Right on Hiawasse Road .3 miles and turn between the McDonalds on the right and our Building. Then immediately turn right again into the parking lot behind the building.
- Downtown Orlando/East Orlando: Take the 408 West to Hiawasse Road. Take Left on Hiawasse Road for 2 miles. Cross Raleigh Street and our building is past the McDonalds on the left. However, our parking lot access is behind the McDonalds. So after Raleigh Turn into the Winn Dixie Shopping Plaza and turn right between McDonalds & the Winn Dixie to access our parking lot behind the Building.
- From Clermont/Ocoee/Winter Garden/Oakland/Montverde: Take the 408 East to Hiawasse Road. Take Right on Hiawasse Road for 2 miles. Cross Raleigh Street and our building is past the McDonalds on the left. However, our parking lot access is behind the McDonalds. So after Raleigh Turn into the Winn Dixie Shopping Plaza and turn right between McDonalds & the Winn Dixie to access our parking lot behind the Building.

#### **Winter Park Office at Lee World Center, 1850 Lee Road Suite 215, Winter Park, FL 32789:**

- From Kissimmee N. on Turnpike to EXIT 259, Take I-4 East toward Orlando/Downtown 11.4 miles to Lee Road. Take Right on Lee Road .7 miles to Lee World Center on Right.
- Take I-4 East toward Orlando/Downtown to Lee Road in Winter Park. Take Right on Lee Road EXIT 88 .7 miles to Lee World Center on Right.
- Downtown Orlando/East Orlando: Take I-4 East toward Orlando/Downtown to Lee Road in Winter Park. Take Right on Lee Road EXIT 88 .7 miles to Lee World Center on Right.
- From Daytona/Sanford/Lake Mary/Altamonte Spgs/Longwood: Take I-4 West toward Winter Park to Lee Road Exit 88. Take Left on Lee Road .7 miles to Lee World Center on Right.

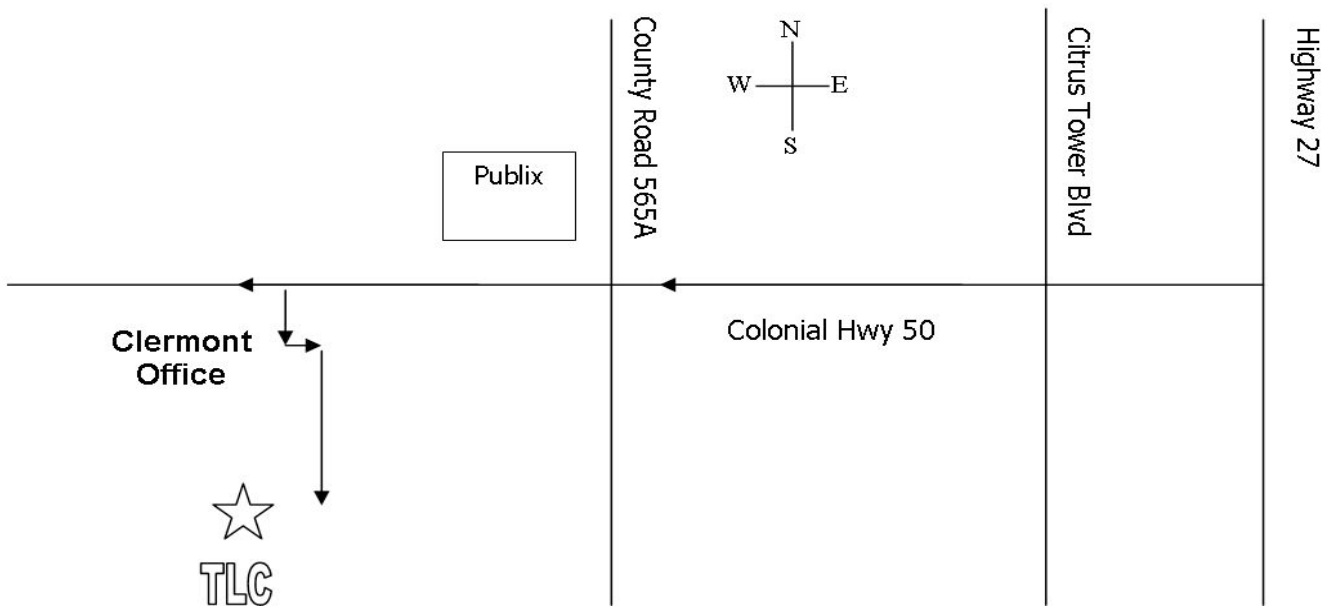
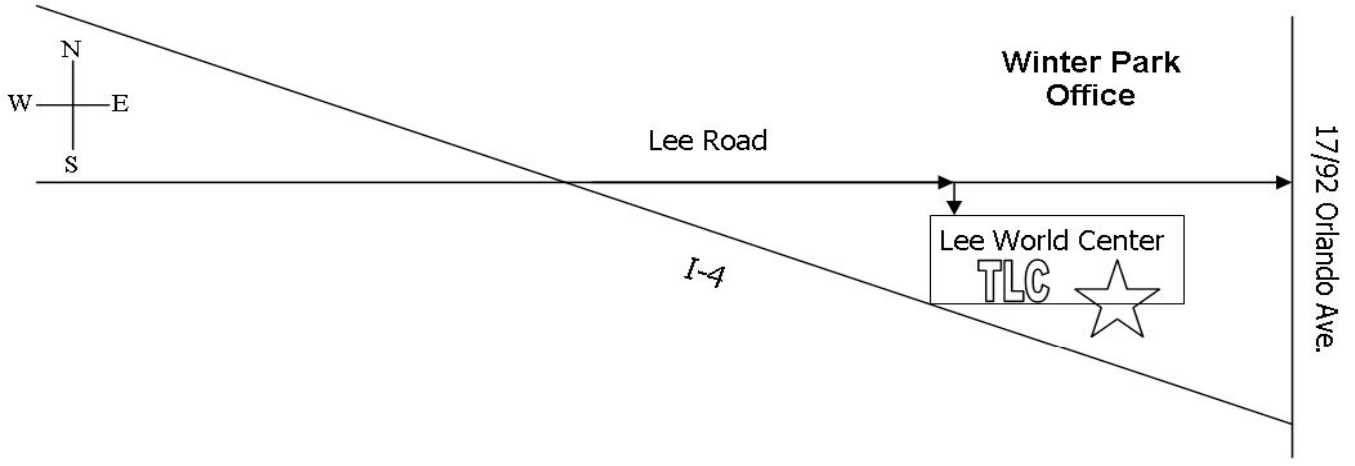
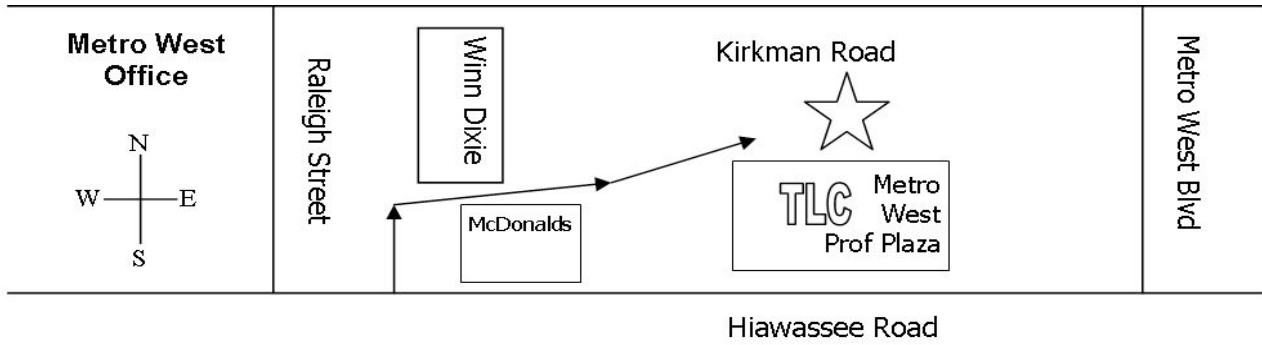


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