Sample welcome email: (I cut and paste this and send it in an email.)

Dear (client's name),

Congratulations on taking this step to take care of you!

Before the initial appointment, date and time please visit  <https://www.clearhopecounseling.com/FormsBeforeyourvisit.en.html>.

Please complete:

1.  Adult Psychotherapy Intake Form (Child Intake if client is under 18)

2.  Impact of event survey. (If you recently experienced a trauma or loss)

3.  Please review the limits of confidentiality and cancellation policy.

If possible, print these forms, take a few minutes to complete, and bring the completed forms to the appointment with you.

*For couples' appointments, please have each partner complete the Intake Form.*

If not possible, the forms will be available in the office if you can arrive 10-15 minutes before your scheduled appointment time.

Directions to the office:  Please arrive at 6021 Fairmont Parkway, Suite 200 Pasadena, TX 77505 [Click HERE for map](https://goo.gl/maps/feuFsKtkkF62)

Parking and building entrances/exits are available in the front and rear of the building.   Please enter the building and notice the elevator in the middle of the hallway.  Enter the elevator and proceed to the 2nd floor.  The Clearhope Counseling & Wellness Offices are located just to the right as you exit the elevator. If you arrive before 7 am or after 6 pm Monday-Friday or anytime on Saturday, you will need to use the intercom/calling system located on the RIGHT side of the entry doors. Press #200 and it will ring our office phone, and we will be able to key you in.

Please make yourself comfortable in the waiting area and I will greet you soon.

I look forward to seeing you and am trusting that our time together will be profitable and healing.

Wishing you well,

Heather Lambert, LPC

Counseling, Educational Advocacy, Consulting & Training

Clearhope Counseling & Wellness Center

[www.clearhopewellness.com](http://www.clearhopecounseling.com/)

Phone:  281-769-2238 ext. 501

facebook:  @clearhopecounselingcenter

"We must accept finite disappointment, but never lose infinite hope."--Martin Luther King, Jr.

Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message in error and/or believe you are NOT the intended recipient, please reply to this message and follow with its deletion.