



## Step 16 Toward Your 6-Figure Business

### Compile Your General Office Procedures

When I first started my business, I created a **General Office Information form** that I handed out to every client in the beginning of their first session. This form provided the platform for us to come to agreements about the services I offer and the mutual expectations we might have for one another as coach and client.

It warmed my heart to hear client after client tell me how much they appreciated the professional manner in which this was presented to them. Rarely, if ever had they been given such a detailed overview of my business practices.

This also allowed me the opportunity to begin expecting pre-payment for sessions. Remember that in the year 2000, coaching practices were popping up like dandelions and while the more intuitive people knew there was tremendous potential for them if they would hire a coach, the industry was new and the prospective client had little to go on to know if they were going to “get their money’s worth.”

I hope that you’ll take the time to compile this information for yourself and for your client. And the beauty of this is that if you have completed all the previous steps listed below, this is now a fill in the blank form!

Step 2 = Setting Up Your Schedule  
Step 3 = Setting Up Your Office Space  
Step 5 = Setting Your Rates  
Step 7 = Accepting Payments  
Step 8 = Your Telephone Services  
Step 15 = Your Referral Rewards Program

Shown on the next page (in the highlighted section) is the information that is on my website and accessible to my clients when they schedule online. You can also check it out by clicking on the link below. (Don’t forget to put a link to your product or service on the web page to make it easy for them to signup/purchase!)

<https://www.janluther.com/general-office-info>



## *General Office Information*

**Every individual & couples coaching session has my personal **3-fold guarantee**:**

1. I'll make tapping work for you (SUDS levels will go down).
2. I'll offer insights and perspectives that are new and helpful to you.
3. You'll physically and emotionally feel better. If, at the end of our hour together, you don't feel the session met with your expectations, I'm willing to consider offering you a second free session *OR* I'll happily refund your payment.

Depending upon the depth of your presenting issues, we'll determine the number of sessions that we can anticipate. All addictions, weight, PTSD and relationship issues normally require a minimum of nine (9) sessions. ***Isn't it amazing that in nine hours you can learn the techniques to clear and restore your optimal emotional health*** when it may have taken 30-40 years to create the imbalances?

### **INDIVIDUAL & COUPLES PERSONAL COACHING/TAPPING SESSIONS INFORMATION**

#### **APPOINTMENT AVAILABILITY**

- Tuesday each week is the only day that I currently offer personal coaching sessions. *(You can check my appointment calendar for specific times that are available when you're booking your personal session.)*

*(All other times are considered Off-Hours/Emergency/Weekend sessions and are booked by special appointment only.)*

**To book a session with Jan, [click here](#)** or on the Book a Session menu link at the top of the page.



## SESSION PRICING

- **Personal Tapping Session** (during appointment times listed above): \$200.00 (60-minute session)
- **Emergency, Weekend & Off-Hour Personal Tapping Session**  
**Rate:** \$300.00/hour. *(These sessions are by special appointment only, Saturday through Tuesday, any morning before 9:00 AM, any evening after 4:00 PM, and for any session that is booked and taken the same day.)*

## IMPORTANT NOTES FOR PERSONAL TAPPING SESSIONS:

Sessions are offered **In-Office**, by **Phone** or by **Skype**. Payment is expected at least seven (7) days prior to your session. We reserve the right to cancel any session that is not secured with payment by 12:00 noon Eastern time on the Monday prior to your reserved appointment. Payments must be made online via *PayPal*. Please allow 60 minutes for each session. If you find you will be more than 10 minutes late for your appointment, please reschedule your appointment. Please provide 24-hours' notice for cancellations or rescheduling. Payment in full will be collected for missed appointments *(or at my discretion if session is cancelled on the day of your appointment.)* You'll receive access to a downloadable mp3 (audio) recording of your session via email within 72 hours.

I do NOT accept appointments made by third parties. (A third party appointment is defined as "one adult making an appointment for another adult.") My goal with this policy is to ensure that the person who will be working with me is committed to doing a session as a result of their own decision and free will. The exception to this policy is an appointment made for a minor (under the age of 18). In this case, the parent or guardian must make the appointment for their child. I'll want to speak with the parent/guardian before scheduling this type of appointment to ensure that the services available will fit the needs of the child and to obtain a written release for these sessions.

While my office provides the privacy behind closed doors for your in-office session, please be aware that there may be others coming and going outside my office. If you're uncomfortable with hearing noises and the muffled voices of others outside my office during your session, you may want to schedule a Phone or Skype session instead of an In-Office session.

**Referral Rewards:** When you send us friends and family you earn credits towards your next personal session. You can contact me using one of the methods shown at the bottom of this page for more information on how our referral rewards program works.



**The EGO Tamer®**  
**ACADEMY**  
MALACHITE LEVEL BUSINESS COACHING PROGRAM



### **ON-SITE GROUP RATES**

**For your party, church, civic group or office staff** (3-15 people, at your location)

- Rate: \$300.00/hour (two-hour minimum)
- Each additional hour: \$200.00/hour (for group OR individual work)
- 50% deposit is required at the time of booking
- Travel expenses will be extra depending upon your location

Remember to check our website for a monthly update of times, topics and locations of our workshops, trainings and teleclasses.

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### ***How to contact us...***

*By mail:*

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**P.O. Box 624**  
**Matthews, NC 28106**

*By Phone:* **(704) 563-0874**

*Via Email:* [Jan@JanLuther.com](mailto:Jan@JanLuther.com)

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