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.  Please review the limits of confidentiality, Privacy Policy (HIPAA), 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 5151 E Sam Houston Pkwy S Pasadena, TX 77505

The Clearhope Counseling offices are located inside the office wing of Clearpoint Church.

[For MAP click HERE](https://search.yahoo.com/search?fr=mcafee&type=E211US105G91235&p=map+to+5151+e+sam+houston+pkwy+s+pasadena+texas+77505)

Parking and building entrances are located near the emergency center of the OFFICE Wing of the building. You may park along the side parking lot near the mailbox. ENTER the building by following the sidewalk to the REAR entrance. Please enter the DOOR Code 2500 for access to the building.  The Clearhope Counseling Offices are located down the hall to the LEFT directly across from the Women’s Restroom.

Please make yourself comfortable in the waiting area and I will greet you soon. If you need to complete paper work, it will be available on the clipboards on the credenza.

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.