



## 2016-2017 Clients Policies and Procedures

1. You will receive an invoice for the upcoming month about 2 weeks before the 1<sup>st</sup> of the month. Please reply to the invoice with either "**Correct**" or with any changes that need to be made to your invoice. **The check for the invoice will be due upon the first scheduled service of the month.**
2. Invoices that have not been paid by the 2<sup>nd</sup> practice of the month will be charged a 10% late fee. Clients with outstanding balances over 30 Days will have their PCS services suspended until account is brought current. Once account is brought current services may continue.
3. Any additional services scheduled, after the initial request for calendar month, will need to be paid for on the date of the scheduled service, unless otherwise specified.
4. Checks can either be mailed to the address on the PCS invoice, brought with you to your first practice of the month, or we can schedule a runner to pick up payment.
5. PCS services will be on a first come first served basis. This includes all instruction at Clients Location and within the ASMT facilities. As we get closer to competition season, remember to schedule your extra competition practices early. Only Clients that are current on payments will be allowed to schedule additional sessions. Be sure to get your request in ASAP to enhance availability of services.
6. PCS/ASMT requires students to fill out new waivers every season. Please ensure that your cheerleaders have filled out and turned in waivers to the office for 2016---2017 Season. If you did not receive our new waivers please email [office@pcscheer.com](mailto:office@pcscheer.com) or go to our website at [www.PCScheer.com](http://www.PCScheer.com) to download PCS/ASMT ----- Liability Waivers.
7. If you have any requests or questions regarding your PCS services please email [office@pcscheer.com](mailto:office@pcscheer.com) or call 702-601-5189.

Please read over all of our policies above and then sign below. Once signed, please bring to practice and return into a PCS Staff Member for filing at our office.

Client Signature

Date

PCS Management Staff Signature

Date

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