

Client Supervision Documents

SAMPLE ATTACHED



Consultant instructions for client follow up

Congratulations on introducing another client to the benefits of Sound Therapy.

Your client will receive a Client Folder with their program, including the following documents:

- An Introduction Letter, advising how you will monitor & assist their progress
- A baseline profile for them to complete
- 2 weeks checklist
- 6 weeks checklist
- 3 months Progress Summary
- Product and service survey post card
- ST Brochure

Your client is instructed to expect a call from you, or return their completed forms to you at their next visit. If you deliver your client's program, **make sure to include their SYNERGY Client Folder.**

You will also receive a set of questionnaires for your own follow up with the client.

- This letter
- 2 weeks – are you up and running interview
- 6 weeks adjustment issues interview
- 3 month progress summary

If you do not wish to do one on one follow up you can simply have your client send in their 2 week and 6 week forms to you.

We do recommend that you do the 3 months follow up interview, as this is an optimum time for your client to purchase another Sound Therapy level.

You are free to charge for the consultations if you wish, and to combine them with another treatment.

After 3 months, please return the baseline and 3 month progress summary forms to us. You can gather forms from several clients and send them together to save you postage.

For every 5 sets of forms returned, as thank you, we will send you a free gift of a sample Healthy Homes product of the month.

If you are undertaking the Certificate Course you may wish to use this client feedback as part of your study. In this case you will want to keep copies of the forms before you return them.