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AUSTRALIA'S PRINCIPAL PROVIDER OF MESSAGE EQUIPMENT

CORPORATE MESSAGE

Who pays for corporate message:

- 100% employer pays – easiest model to work with. Normally charge \$80-\$120 per hour with a minimum of two hours.
- Subsidised – employer pays a portion (best to still charge an hourly rate for this part and then the employee contributes too (say \$10 per session)
- 100 % employee pays – can be really hard to draw a dependable income as you may not be fully booked for the period you are there.

Record Keeping

- You still have some record keeping requirements under the National Code. This should be reasonable for the level and amount of service you are providing.
- If it's a "one off" event, a screening document that the client signs may be sufficient.
- For ongoing sessions where you will be seeing the same clients each week, consider a more detailed intake form with a very brief treatment report each time.
- You are still obliged to maintain client confidentiality in a workplace environment so be careful what you ask in a public area.
- You must get consent from the employee to advise the employer that they have received a message.

Items to keep in your “corporate bag”

- ☐ Receipt book (if employees are paying)
- ☐ Sign in sheet
- ☐ Screening document
- ☐ Client intake form (if applicable)
- ☐ Change (if employees are paying)
- ☐ Antiseptic wipes to wipe down equipment
- ☐ Single use face crest covers (if applicable)
- ☐ Hand sanitizer
- ☐ Pen
- ☐ Small desk clock
- ☐ Business cards

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