

Sample Letter of Agreement

Back up Doula On Retainer for Kim James

What is a Back-Up Doula on Retainer?

A back-up doula on retainer guarantees her back-up services for a period of time for a pre-paid retainer fee.

Your Obligations to Me

- Guarantee me your time for the specified dates below.
- Be available for one prenatal meeting with my client's.
- Review my client's birth plan, my notes and intake information and clarify any points within 24 hours after receiving them.
- Respond in a timely manner to my and my client's emails and phone calls.
- Practice confidentiality with my client's personal information and do not share or discuss the details of their birth without their permission.
- Follow DONA International's [Standards of Practice](#) and [Code of Ethics](#) for birth doulas.

My Obligations to You:

- I will keep you in the loop and email you my notes, client intake forms and my client's birth plans after each prenatal meeting.
- I will keep you informed of my client's prelabor signs and symptoms.
- I will closely communicate with you during the 24 hours before your on-call time to confirm whether or not my client is in labor.

Retainer Period Fees:

Date	Time Period	Daily Rate
Thursday 7/21/11	24 hours	\$25/Day
Friday 7/22/11	24 hours	\$25/Day
Saturday 7/23/11	7am – 7pm.	\$25/Day
Sunday 7/24/11	7am – 7pms	\$25/Day
Total Fee		\$100.00

Fees For Attending Birth

You are paid \$25.00/hr hour from the time you arrive with my clients until the time I arrive to relieve you. This is in addition to the retainer fee.

Contact Information:

Kim James 6012 Sycamore Ave NW Seattle, WA 98107	Phone #1: 206-948-0033 Cell Email: kim@kimjames.net Web: www.kimjames.net
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Confirmation of Agreement:

Your Signature	My Signature <i>Kim James</i>
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