



Policies for Appointments with UMW-SBDC Professional Services and Government Procurement Consultants

The University of Mary Washington SBDC is very fortunate to work with a variety of professionals who volunteer their time and services to our clients.

Like most of us, the volunteers have busy schedules. We request that you treat the volunteers with the respect they deserve by following these procedures:

1. When making an appointment, verify that you will be free the date and time you have requested.
2. If you need to cancel your appointment, notify the UMW-SBDC a minimum of 24 hours in advance of the appointment (540-654-1383).
3. Provided that we receive this advance notice of your need to cancel, we will try to reschedule the appointment one time.
4. If you do not cancel in advance and simply do not show up for an appointment, you will forgo the opportunity for any further professional services counseling sessions.
5. To maximize the benefit of your time with a volunteer, we suggest that you organize your thoughts and questions prior to the session.

Any policy deviations are at the discretion of the UMW- SBDC. Thank you for your cooperation.

Client Printed Name

Client Signature

Date