

## How To Schedule An Appointment Online

You can schedule a meeting with me online by clicking [HERE](#), or any of the buttons or links within the website to the online form. Once the form is submitted, you will receive an automated email with the date, time and information you provided.

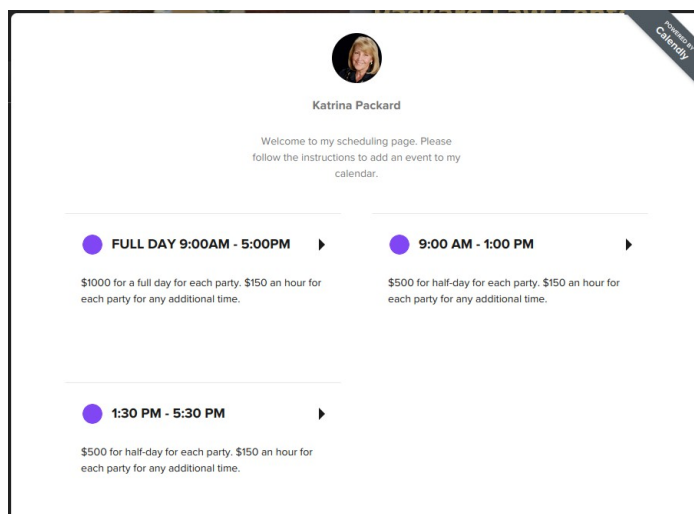
After submitting the form your date is *tentatively reserved*, however, **your meeting is not considered “booked” until you receive a direct confirmation from our office.** If you have not received direct confirmation from our office within 3 days please contact us by email [info@packardlawcenter.com](mailto:info@packardlawcenter.com) or telephone (979) 743-4574.

### How To View My Availability

Click any button or link that shows our online appointment scheduling tool.

You will see 3 appointment slots to choose from:

- **FULL DAY (9:00 AM - 5:00 PM)**
- **9:00 AM - 1:00 PM (Half-day)**
- **1:30PM - 5:30PM (Half-day)**



Katrina Packard

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

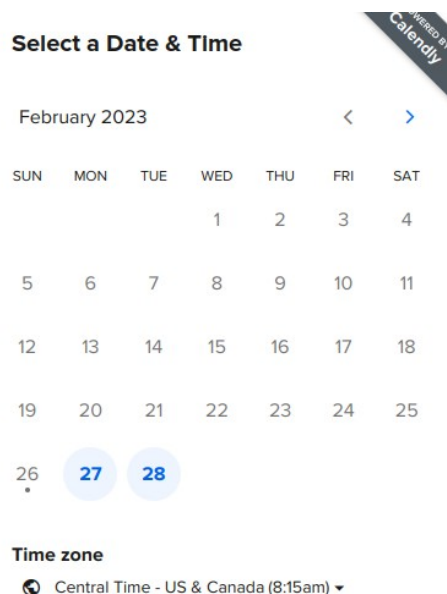
| Appointment Slot                | Price                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------|
| <b>FULL DAY 9:00AM - 5:00PM</b> | \$1000 for a full day for each party. \$150 an hour for each party for any additional time. |
| <b>9:00 AM - 1:00 PM</b>        | \$500 for half-day for each party. \$150 an hour for each party for any additional time.    |
| <b>1:30 PM - 5:30 PM</b>        | \$500 for half-day for each party. \$150 an hour for each party for any additional time.    |

Click on the appointment time you wish to schedule.

You will now be presented with my availability calendar.

*\* No appointment is made at this time, it simply displays my availability.*

The dates I am available will be in **blue** allowing you to click on them. The dates I am not available will be grayed out and you cannot click on them.



The image shows a calendar interface titled "Select a Date & Time". It displays the month of February 2023. The days of the week are listed at the top: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in a grid. The dates 27 and 28 are highlighted in blue, indicating availability. The date 26 is marked with an asterisk. A button labeled "View my Calendly" is in the top right corner. Below the calendar, there is a "Time zone" section with a dropdown menu showing "Central Time - US & Canada (8:15am)".

| SUN  | MON | TUE | WED | THU | FRI | SAT |
|------|-----|-----|-----|-----|-----|-----|
|      |     |     | 1   | 2   | 3   | 4   |
| 5    | 6   | 7   | 8   | 9   | 10  | 11  |
| 12   | 13  | 14  | 15  | 16  | 17  | 18  |
| 19   | 20  | 21  | 22  | 23  | 24  | 25  |
| 26 * | 27  | 28  |     |     |     |     |

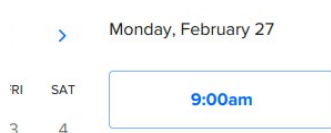
Time zone  
Central Time - US & Canada (8:15am) ▼

## Continue To Create An Appointment

*\* Before continuing to create an appointment please make sure all parties involved are in agreement on the specific date and time you choose! Although it is not required, it is best to enter the email addresses of each party involved in our meeting. If you include them in the online form they will receive the email notifications as well.*

Click on any available **date in blue** that you would like to meet.

A button at the top-right shows the time our meeting will start. **Click on that button.**

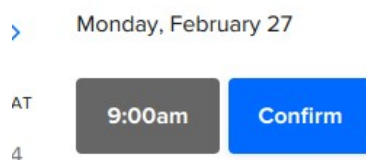


The image shows a small interface for selecting a meeting time. It includes a blue arrow pointing right, the text "Monday, February 27", and a button labeled "9:00am".

| FRI | SAT |
|-----|-----|
| 3   | 4   |

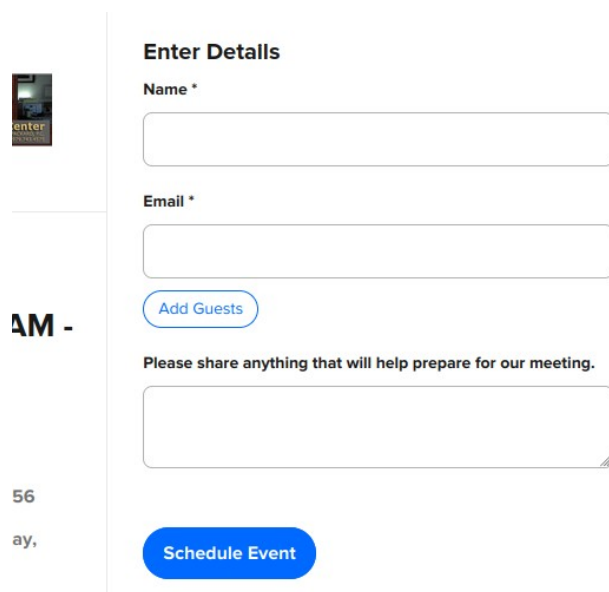
9:00am

Now, click the **Confirm** button.



A screenshot of a confirmation interface. At the top, there is a right-pointing arrow followed by the text "Monday, February 27". Below this, on the left, are the labels "AT" and "4". To the right of these labels are two buttons: a dark grey button with the text "9:00am" and a blue button with the text "Confirm".

An online form will appear asking for your information.



A screenshot of an online form titled "Enter Details". On the left side, there is a vertical sidebar with a small image of a book cover, the text "AM -", and the number "56" followed by "ay,". The main form area contains the following elements: a "Name \*" label above a text input field; an "Email \*" label above another text input field; a blue "Add Guests" button; a label "Please share anything that will help prepare for our meeting." above a larger text area; and a blue "Schedule Event" button at the bottom.

*\* In the Guest Email(s) box you can add the email addresses of each party involved. Again, it is not required but recommended as they will receive the automated email notifications as well. Type an email address and click the Enter button. Type the next email address and press Enter...*

Once the form is filled out click the **Schedule Event** button at the bottom.

A confirmation message is now displayed. At that point you (and any Guest you entered) will receive an automated email with the details you provide. Reference that email for meeting details. In it you will also see links to Cancel or Re-Schedule your meeting if needed.



### Confirmed


You are scheduled with Katrina Packard.

#### FULL DAY 9:00AM - 5:00PM

 9:00am - 5:00pm, Monday, February 27, 2023

 Central Time - US & Canada

 523 N. Main Street, Schulenburg, Texas 78956

 [steve@powerfulpublications.com](mailto:steve@powerfulpublications.com),  
[home@lavacacounty.com](mailto:home@lavacacounty.com)

A calendar invitation has been sent to your email address.

Simple. Automated. Scheduling.

[steve@powerfulpublications.com](mailto:steve@powerfulpublications.com)

Sign up free

No credit card required.

*Disregard the "Sign up free" button as it is an advertisement for the Calendly service we use. You can click the X at the top-right or anywhere else on the screen to close the window.*

At this point your date will be *tentatively reserved*. **Your meeting is not considered "booked" until you receive a direct confirmation from our office.** If you have not heard directly from our office to confirm our meeting please contact us by email [info@packardlawcenter.com](mailto:info@packardlawcenter.com) or telephone (979) 743-4574.