

VIP Services

Vocational Assessments

Serving the Department of Assistive and Rehabilitative Services

Rich Adkins
VIP Services
Denton, TX
940-368-9032

Dear

Your vocational evaluation has been scheduled for the following dates: _____.

The vocational evaluation will take place at 225 West Hickory Street, Suite G-18, in Denton Texas. Please use the front entrance and our office is the last on the right .

You will need to be in attendance from 8:30 AM until 3:00 PM each day. You will have a lunch break at noon each day. There are restaurants within walking distance or you can bring a lunch..

If you need special parking call Rich Adkins at least 24 hours in advance for instructions.

Please contact us at **(940)368-9032** if any complications develop regarding these dates and times or if you have trouble locating the office the day of the evaluation.

Please do everything you can to attend your scheduled appointment. If you must cancel and reschedule your appointment, please contact us with enough notice to fill your time slot with another person (no less than 24 hrs.). Due to tight scheduling, you cannot be guaranteed a second opportunity for testing unless this notice is received. Please call during business hours.

Sincerely,

Rich Adkins
Senior Vocational Evaluator
VIP Services