

# COACHING AGREEMENT

## SAMPLE #1 (Minutes Version)

<Insert Date Prepared>

Prepared For <Insert Client Name>

### **Delivery of Coaching Services and Fee Schedule**

Coaching includes

- 420 minutes (7 hrs) of one-on-one coaching
- Example Value: 4 Months Free membership in XX
- Example Value: 4 Group Coaching Sessions
- Example Value: 2 Custom Audio Meditations
- Example Value: 2 Just-in-Time Coaching Sessions
- Other

Coaching will be delivered via telephone. Length and spacing of sessions will be determined by mutual agreement of both coach and client in order to achieve maximum results.

### **Nature of Relationship**

The Client enters into coaching with the understanding that the Client is responsible for creating his or her own decisions and results. During the coaching session, the Coach may give specific advice or suggestions, however it is ultimately the Client's responsibility for making his or her own decisions and determining the best course of action.

The Coaching relationship is in no way to be construed as psychological counseling or any type of psychotherapy. In the event that the client feels the need for professional counseling or therapy, it is the responsibility of the client to seek a licensed professional.

### **Confidentiality**

Maintaining confidentiality and trust is essential in a coaching relationship. The coach promises the client that all information provided to the coach will be kept strictly confidential.

### **Length of Contract**

Coaching minutes must be used within 9 months of purchase. Any minutes unused by Date, 2011 will be forfeit.

### **Fees**

Total price for coaching is \$X to be invoiced in 4 payments of \$Y each month. An electronic invoice will be sent seven days prior to the due date with payment due in full within 7 days of receipt.

### **Meeting Cancellations**

For those occasions in which client needs to cancel and/or reschedule meetings a 48-hour notice is requested. Cancellations within 24 hours of the scheduled meeting will be counted as meeting time and sixty minutes will be deducted from the pool of minutes.

**Release, Hold Harmless and Agreement Not to Sue**

The Client realizes that Coach will assist the Client in identifying and achieving specific goals and that the Client is free to reject any advice, suggestions, or requests made by her at any time. The Client acknowledges that she is entering voluntarily into this Agreement with Coach and hereby releases, holds harmless, and agrees not to sue her for any loss, damage, claim, action, liability, or demand whatsoever which may result, or fail to result, from the services delivered or decisions that the Client makes through the coaching relationship.

**Termination Policy**

Either party may terminate this agreement at any time. If client terminates prior to the completion of the entire package, any used time will be charged at the \$200/hr. rate. Full payment of any used time will be expected and due at that time.

My signature below indicates full understanding of and agreement with this contract.

Name

\_\_\_\_\_

Date

\_\_\_\_\_

***This is for informational purposes only. To create a legal document to serve this purpose, consult an attorney. This information is in no way endorsed by the party you've received it from.***