



Marcia Jimenez, M.S., B.A., B.S.
Life Coach

COACHING AGREEMENT

Client Name: _____ Date of Agreement: _____

CONTACT AND GENERAL INFORMATION:

Please complete in full all of the information below. This must be completed before your initial session.

Address: _____ City: _____ State: _____ Zip: _____

Telephone: Home: _____ Work: _____ Cell: _____

At which number may we leave a message? _____

Date of Birth: _____ Age: _____

Driver's License #: _____ State of Issue: _____ SS# _____

E-mail: _____

Married: _____ Single: _____ Divorced: _____ # of Children: _____

Webpage: www. _____

Place of Employment: _____

Referred by: _____

CLIENT INFORMATION:

Background Information you would like the Coach to know:

Personal Accomplishments:

Projected time frame that you would like to accomplish your goals:

Primary Known Objectives that you would like to address:

1.

2.

3.

4.

5.

What would you like your Coach's specific role to be?

COOPERATION

It is assumed that both parties will be in full cooperation with each other in regards to the agreed upon coaching objectives. Neither party will withhold important information which would benefit the coaching process, nor will either party act in any manner which would interfere with facilitation of the coaching goals in a timely manner.

FEES

Discuss with Coach

There is no retainer or long-term contract fee. **24-hour notice is required for cancellation of a coaching session.** Failure to give a 24 hour notice of cancellation and "No-shows" will be billed at the scheduled hourly rate. (If a session can be rescheduled within the same week time frame, the cancellation fee will be waived. We will talk as often as needed in accomplishing your goals, either in face to face sessions, telephone, SKYPE, and/or e-mail.

CONFIDENTIALITY

Confidentiality and protection of intellectual property is mutually agreed to be protected by this contract agreement. Both parties agree that all data, information, and work completed during the course of life coaching will remain confidential. No information or materials will be shared with outside sources or other people regarding the work of either party, except with express written permission of both parties

MODIFICATIONS AND EVALUATIONS

Either party may modify this contract at any time it becomes apparent that modification is needed. The Coach agrees to advise and influence ideas and action; however, the client is always the final decision maker in the coaching process.

Both parties agree to re-evaluate this contract every _____ days, weeks/months (Circle one)

E-MAIL, CELL PHONE & SKYPE VULNERABILITIES

“Because e-mail connects through many routers and mail servers on its way to the recipient, it is inherently vulnerable to both physical and virtual eavesdropping. Current industry standards do not place emphasis on security; information is transferred in plain text; every e-mail leaves a digital paper trail in its wake that can be easily inspected months or years later.”

It is important that you, the client, are also made aware of the eavesdropping vulnerability, both physical and virtual, that can be inherent in the conversations and information transmitted via E-mail, Cell Phones, and SKYPE.

Please sign below that you are aware and willing to take these inherent risks should you choose to conduct sessions via E-mail, Cell Phone, and/or SKYPE.

RECEIVED AND READ:

| | | |
|--------------------|---------------|--------------------------|
| _____ Signature | _____ Date | _____ (Date of Birth) |
|--------------------|---------------|--------------------------|

| | | |
|-----------------------------|---------------|--------------------------|
| _____ Signature (Spouse) | _____ Date | _____ (Date of Birth) |
|-----------------------------|---------------|--------------------------|

| | |
|---|---------------|
| _____ (Signature/person responsible for payment) | _____ Date |
|---|---------------|

Notes: _____

(Some of the material presented was taken from: www.DwightBain.com)