



## **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? \_\_\_\_\_

E-mail: \_\_\_\_\_

Married: \_\_\_\_\_ Single: \_\_\_\_\_ Divorced: \_\_\_\_\_ # of Children: \_\_\_\_\_

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. 

---

**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. The Coach agrees to advise and influence ideas and action; however, the client is always the final decision maker in the coaching process.

**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 . If payment is not made at the time of your session, a \$10.00 fee will be added to your account. Payments must then be received in our office within a week to avoid additional fees. For your convenience we accept Visa, Mastercard, Discover, and American Express.

## **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

## **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 have read and agree with all policies stated in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature/person responsible for payment)

\_\_\_\_\_  
Date

(Some of the material presented was taken from: [www.DwightBain.com](http://www.DwightBain.com))