

Coaching Client Agreement

Congratulations on your decision to stop apologizing and start living! I am honored to have the opportunity to work with you toward your personal and professional goals. Kindly review the following Purchase Summary and Terms in the agreement outlined below. Then sign and date the bottom of this agreement before returning it.

Purchase Summary

Name: _____
Program: Break Free Coaching
Number of Sessions: _____
Pre-Scheduled Time Slot: _____
First Call: _____
Call Length: 50 minutes from the top of the hour
Amount in US dollars: \$ _____
Payment Enclosed: _____
Referred By: _____

Coaching Terms

All payments are pre-paid and non-refundable. You will also be responsible for any long-distance telephone charges incurred for each coaching call.

Preparation

For each call, write down what you want to gain from your coaching session. Examples: how to overcome a certain obstacle, how to resolve a certain conflict, how to gain more confidence in a certain situation, how to renew your zest for life. Try to make your questions as specific as possible. Of course, your questions in our session are not limited to those you write down, but writing down your concerns ahead of time makes sure you get what you want out of your coaching session.

Scheduling

Keep track of your appointments by writing them in your calendar and consulting your calendar every day. Remember to account for the difference in time zones. Your Recipe For Living Coach operates on Eastern Time.

Coaching Calls

With the exception of your free 30-minute mini-assessment call, all calls begin at the top of the hour and run for 50 minutes. If you call in late, you will miss a portion of your call.

It is your responsibility to initiate coaching calls to your coach unless both have agreed otherwise in advance.

You may not skip a week or month unless we have discussed and agreed to a special arrangement prior to beginning your coaching sessions. You may reschedule a call if absolutely necessary, but you cannot skip it and ask to be refunded. Out of courtesy, you must reschedule your coaching call at least 48 hours prior to the date agreed upon.

Decisions

As your coach, I am happy to give opinions, offer resources, or make referrals. However, you are responsible for any and all decisions made about your life, your work, and your personal relationships.

Satisfaction

You must let me know *immediately* if you are ever not satisfied with our progress, or if you feel in any way that your needs are not being met.

Action

Please print, sign and fax back a copy of this agreement to 1-803-684-1212 at least a week prior to our first coaching call. (To be sure the fax machine is on – call the same number and I will turn it on.)

If you prefer to send the agreement by mail, address it to: Your Recipe For Living Coach, LLC, PO Box 66, McConnells, SC 29726.

You may pay online or by check. Make checks payable to Your Recipe For Living Coach, LLC and be sure they arrive at least a week prior to our first coaching call. Thank you. I very much look forward to working with you!

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|-------------------|-------------------|-------|
| Client Name | Client Signature | Date |
| _____ | _____ | _____ |
| Coach’s Name | Coach’s Signature | Date |
| Terry Jean Taylor | _____ | _____ |