

Coach and Client Agreement
between _____ and John VanderZee

Welcome, Amy!

I appreciate the opportunity to work with you as your coach and look forward to what we will together accomplish. These are the policies and procedures of my practice. If you have any questions, please call me at 812-345-5101

CONTRACT: Our contract is for eight coaching sessions over eight months on the fourth Tuesday of each month at 6:00 p.m. Each session will be up to 50 minutes.

PROCEDURE: I will schedule a Google Meets (or Zoom) and send you the link at least the day before the session. You may call me if you have trouble connecting.

CHANGES: If you need to re-schedule a session, please give me at least 24 hours' notice. If you must cancel, we'll make it up. If I need to re-schedule a session, I will give you as much notice as possible. If you miss a session without notice, I extend a one-time grace period for re-scheduling. If subsequent calls are missed, you will be invoiced at our agreed-upon rate.

ADDITIONAL TIME: Between regular sessions I am glad to receive emails or brief calls when you want to share a win or raise a question. I like providing these "spot coaching" sessions as an extra level of service, and I do not bill for it!

FEES: The fee is \$100 (flexible according to income) per session, payable when invoiced monthly.

CONFIDENTIALITY: Confidentiality is essential to our relationship. I do not share anything you tell me with anyone else. The only exception here is if I need to send a recorded session to the International Coaching Federation for the purpose of ICF certification. The fact that you are my client is also held in confidence.

The exceptions here is if I believe you will hurt yourself or someone else, and/or if you are in violation of felony state or federal law.

REFERRALS: Although I do not share with others that you are my client, I do encourage you to share that I am your coach! My best source of new business is client referrals, and I welcome your acknowledgements.

OUR SIGNATURES on this agreement indicate full understanding of and agreement with the information outlined above. Please sign two copies and return one to me electronically or via snail mail. I look forward to engaging with you in this coaching relationship!

Client

Date

Coach

Date