



Coaching Agreement



Provided by
E.G. Sebastian (CPC, CSL)
Your Business-Development & Marketing Coach
www.myClientAttractionAcademy.com
<http://www.thesixfigureincomecoach.com>

Coaching Agreement

[DELETE THIS ENTIRE PAGE BEFORE SENDING IT TO THE CLIENT!]

This is the contract that is drawn up between you, the coach and your client. Have the client sign the contract to verify they understand what service they'll receive from you; as well as what their responsibility will be as a client.

The basic payment for services information is also included in this agreement. The client keeps a copy of the form for their files and mails a signed copy back to you.

The elements of a complete Coaching Agreement may include but are not limited to:

- **Your pledge as a coach**
- **Payment agreement (including cancellation policy details)**
- **Schedule of sessions/Missed appointment policy**
- **How coaching sessions will be conducted**
- **Termination policy**
- **Confidentiality agreement**

How to Use this Form

- * - Read through the form carefully and change as needed to suit your unique needs.
- * - Replace the areas in **red** with your OR the client's information, as appropriate
- * - Under "Services," change the "I will call you..." with "It is the responsibility of the client to call the coach..." wording, depending on how you plan to conduct your sessions with this client (or with each client) *The number of no-shows can be reduced dramatically if you call the client, but is less common among coaches!*
- * - Under "Services," delete the 2nd paragraph ("The purpose of the **business** coaching sessions is..") IF you are NOT providing Business Coaching service to this client
- * - You may use this form for personal use **Only!**

Your Company Address

Website Address

Client Coaching Agreement

Client Name _____

This coaching agreement is entered into between _____ [YOUR COMPANY NAME] _____ and the above named client. It will begin on _____ and will continue on a monthly basis for _____ months or until such time as the client terminates my services. A reminder email will be sent 48 hours before any scheduled session. The next month's session will be scheduled during the current coaching session.

Fees

The fee for the coaching sessions will be charged on a monthly basis in advance of that month's session in the amount of \$_____ on a recurring billing cycle. The fee is payable through PayPal via the company website at <websiteURL/payments>.

Cancellation Policy: Client maintains the right to cancel payment at any time in advance of the billing date for the next month's session. Cancellation must be done in writing (either by posted letter to the company address or by email to the following email address: you@yourwebsite.com) and the letter or email must be received before the new billing cycle or you will be charged for that month's coaching session.

If you need to cancel an appointment, please notify our office at least 24 hours in advance of the appointment date to reschedule that month's session.

Services

The client will be provided with monthly [include the type of coaching you'll provide, e.g. "business coaching," "relationship coaching," etc.] coaching services via telephone unless otherwise specified by the coach. I will call you at the agreed upon time to begin the call. If you do not answer, you are allowed one call back five minutes after the scheduled time or the appointment will be canceled.

The purpose of the **business** coaching sessions is to help the client gain clarity of the direction their business is heading; support client set business goals (income and growth); and to hold client accountable to taking steps to accomplishing those goals. This service includes but is not limited to: brainstorming techniques, identifying action plans, strategies to maintain client

motivation, and asking empowering questions to help client achieve goals Beyond what s/he thought possible.

Termination

Termination of this agreement may occur at the discretion of either the coach or the client. As long as the client adheres to the Coaching Success Guidelines and the coach adheres to professional practices and standards, the relationship will continue.

Examples of reasons why the coach might choose to end the coaching relationship:

- Lack of payment
- Lack of adherence to Coaching Success Guidelines
- Indifference on the part of the client towards implementing steps that were agreed upon during sessions

Confidentiality

Anything that is said or revealed in the sessions between coach and client is privileged information and will not be disclosed to any outside party. The exception is if the information revealed includes information suggesting that the client might inflict injury on themselves or disclose criminal activities.

Liability Waiver

The methods employed by _____ [YOUR COMPANY NAME] ___ do not guarantee results. The results will depend on many factors, including - but not limited to – the client’s commitment to take action and be committed to accomplishing the desired results. The client agrees, therefore, to hold the coach free of any liability and responsibility for adverse reactions as a result of advice given in the coaching sessions.

By signing below, you signify that you agree with the information laid out in this document in full.

Client

Date

Business Coach

Date