

Olympia Life Coach Center

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COACHING TERMS OF AGREEMENT

Please complete and sign this agreement and e-Mail to olympiasalon@yahoo.com or mail to the address found in the header at the top of this page BEFORE our first session.

I. COACHING CLIENT DATA: [PLEASE PRINT CLEARLY]

Full Name: _____ Birthday: ___ / ___ / ___

Address: _____

Day Phone: _____ Cell Phone: _____ Evening Phone: _____

Fax: _____ eMail: _____

Spouse's Name: _____ (Optional)

Children (Names & Ages): _____ (Optional)

Occupation: _____ Employer: _____ (Optional)

May I (your coach) send session related information to your eMail address? YES, PLEASE DO. NO.

II. COACHING TERMS:

This agreement is between Olympia Life Coach Center and the above named client.

NUMBER of SESSIONS per MONTH: _____ SESSION DURATION: _____ Minutes per Session

SESSION FORMAT: Telephone In Person Skype Email Other _____

Coaching will begin on ___ / ___ / ___ and will continue for _____. [DURATION]

SESSION START TIME: ___ : ___ AM PM _____ [CLIENT TIME ZONE]

The FEE for coaching is \$ _____ PAYABLE IN ADVANCE, unless otherwise noted.

IMPORTANT: 24-HOUR notice of any session cancellations is requested. If this notice is not provided and a session is missed, it will count as a completed session.

III. PAYMENT TERMS:

CHECK: Payment may be made by check, payable to: Olympia Life Coach Center and mailed to the address found (in the letterhead) at the top of this agreement form.

PAY BY CREDIT CARD: To pay by credit card (or PayPal.com), simply: visit <https://olympialifecoachcenter.com/payment>

IV. CALL-IN PROCEDURES:

- Please call on time. Do not call early. Please call at the agreed upon time to begin your sessions.
- If you call in and reach a voice mail, do not leave a message or wait for a call back.

- Simply call back a minute or two later.

V. CANCELLATION POLICY:

Client agrees that it is the Client's responsibility to notify the Coach _____ (number of) hours in advance of the scheduled calls/meetings in the event Client must cancel and reschedule a session. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

VI. TERMINATION POLICY:

Either the Client or the Coach may terminate this agreement at any time with written notice. Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

VII. CONFIDENTIALITY CLAUSE:

All conversations between coach and client shall remain confidential. Any and all information related to each coaching session can only be shared with outside parties with written consent from both client, coach, and/or a court order. The only instance where this clause may be broken would be in the event the Client speaks of hurting themselves or others.

VIII. CLIENT RESPONSIBILITY:

The Coach agrees to maintain the ethics and standards of behavior as set by the International Coach Federation “(ICF)”, which can be found online at their website, www.CoachFederation.org/ethics.

The Client is responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.

The Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters. If Client is currently under the care of a mental health professional, Coach will recommend that Client inform the mental health care provider. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the coaching sessions.

IX. LIMITED LIABILITY:

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach’s entire liability under this agreement, and the Client’s exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

If a dispute arises out of this agreement that cannot be resolved by mutual consent, the Client and Coach agree to attempt to mediate in good faith for up to (certain amount of time such as 30 days) after notice given. If the dispute is not resolved, and in the event of legal action, the prevailing party shall be entitled to recover attorney’s fees and court costs from the other party.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations. Client's signature on this agreement indicates their understanding and agreement with the information provided and read above. Client also understands that Tina-Marie is not a licensed therapist and that I am responsible for all my decisions, actions and feelings before, during and after my coaching session(s).

CLIENT SIGNATURE _____

DATE _____