

Sample Coaching Policies and Client Agreement

Welcome !

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

PROCEDURE: Call me at 123-345-5678. Our agreement is for one hour calls, made by appointment.

CHANGES: If you need to re-schedule your call, please give me twenty-four hours notice. If you must cancel a call, we'll make it up. There may be times when I need to re-schedule a call as well and I will give you as much notice as possible.

ADDITIONAL TIME: Between regular calls I am glad to receive emails or brief phonecalls when you want to share a win or raise a question. I can provide "spot coaching" if needed and I enjoy providing an extra level of service. I do not bill for this time.

FEES: The fee is \$400 for four calls. Please pre-pay for the four calls. You may then schedule them as you wish.. Our agreement begins on _____. If you wish to discontinue coaching, you are free to do so at any time.

CONFIDENTIALITY: Confidentiality is essential to our relationship. I don't share anything you tell me. The fact that you are my client is also held in confidence.

REFERRALS: I don't share with others that you are my client, but I 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 both and return one copy.

Client

Date

Coach

Date

Coach Contact Information

