

Coaching Agreement

Fill in the spaces with the appropriate information. Put a check mark in the boxes where applicable. Applicant's signature and payment information must be completed at bottom of application, prior to approval.

Session Day/Time:

Day and Time of sessions will be agreed upon and scheduled for a specific day and time - to be repeated monthly. Any changes must be made via telephone and confirmed either by fax or e-mail at least 24 hours in advance.

Session Options:

☐ 45 Minutes \$ _____/mo ☐ 60 Minutes \$ _____/mo

Note: One time "intake" charge of \$ _____ will be assessed at the onset of the coaching program — includes DISC & PIA&V assessments, one-on-one debriefing, and initial goal setting session. Charges are based on three sessions per month/36 sessions per year.

Call Procedure:

The Coach will call the client at the prearranged number on the day and time scheduled. The Coach will be responsible for all telephone-related charges. The allotted time will begin when the call is placed. Should the Coach be placed on hold, this time will be counted as part of the allotted time.

Termination:

This agreement is for six months and may be extended on a month-to-month basis following the initial six months with the mutual agreement of both parties. Should the person being coached or the Coach determine that insufficient progress or cooperation exists after the initial 90-day period, either party may cancel this Agreement without recourse other than full payment for the period to date. Cancellations must be in writing and may be delivered by fax or e-mail. In the event of fees owed at the time of cancellation, full payment is due and payable.

Confidentiality:

The Coach recognizes that certain information of a confidential manner may be relayed during either regular or "Coach-on-Call" sessions. The Coach will not, at any time either directly or indirectly — use this information for the Coach's benefit nor disclose said information to anyone else without specific approval of the person being coached (excludes disclosure of illegal or unethical activities).

Nature of Relationship:

The Coach has a background and expertise in Behavioral Analysis, Sales Training and Management, Time Management, Values Clarification, Goal Setting and Achievement, Marketing, Leadership, Organizational Development, and Advanced Coaching Techniques. The Client has been made aware that the **COACHING RELATIONSHIP IS IN NO WAY TO BE CONSIDERED OR CONSTRUED AS PSYCHOLOGICAL COUNSELING OR ANY TYPE OF THERAPY.** *Client has also been made aware that Coaching results cannot be guaranteed. The Client agrees that he/she is entering into coaching with the understanding that they are responsible for their own results. Client also agrees to hold the Coach free of all liability and responsibility for any actions or results for adverse situations created as a direct or indirect result of specific referral or advice given by the Coach.*

Applicant's Information:

Name: _____		Position/Title _____	
Company _____			
Street Address _____		City _____	State _____ Zip Code _____
Telephone: _____	Fax: _____	E-mail Address _____	
Credit Card #: _____		Exp. Date: _____ <input type="checkbox"/> Am Exp. <input type="checkbox"/> MC/VISA	
Signature of Member Applicant _____		Signature of Credit Card Holder _____	
Application Date _____	Approval Date _____	Signature of Coach _____	

Form courtesy of and copyrighted by Business Development Specialists, Inc. | FB002

