# Certified Life Coach Institute (CLCI) Notice and Disclaimer:

The following form is being made available by CLCI only as a sample agreement for consideration by you in creating or developing a contract that represents your legal relationship with your client(s). It is intended to serve as a reference or guide only.

You will find possible standard clauses covering a number of important areas of the relationship intended to protect you and your clients. Once you have drafted your version, it is recommended that you review the form with your legal counsel for additional input.

CLCI is making this sample coaching agreement available “as is” without any warranties or representatives as to its suitability for any particular purpose.. CLCI specifically disclaims any and all liability or responsibility for any alleged losses, injuries or damages arising out of or resulting from a coach’s voluntary decision to make use of this sample document or any variation hereof.

# Life Coaching Client Service Agreement

Client’s Name Address Email

Phone

This agreement sets forth the expectations and standards that both client and coach expect during the coaching relationship. Policies and expectations are outlined in the following:

## The Relationship between Client and Coach

As the Client’s Life Coach, Sally Herford, doing business as Get A Life Coaching, (hereby referred to as Coach) will partner with the Client on a journey of discovery, self exploration, accountability and follow through. The Coach’s job is to help discover, create a plan and reach certain goals in the Client’s life. The Coach will help the Client discover within

themselves the beliefs or issues that are blocking the Client from moving forward in achieving these set goals.

The Coach operates from a particular coaching model, but it is the responsibility of the Client to follow through with implementing the plan set forth between Coach and Client.

1. **Term of Service**Achieving the results desired and expected by the Client and Coach normally takes time.

In order for the coaching to be most effective and to allow time for changes and results to occur in the client’s life, the client will commit to a period of 3 months.

Either party may terminate the coaching relationship at any time after agreeing to have a final session before concluding the relationship and settling financially any outstanding fees. The Coach agrees to refund any unused pre-paid fees

## Scheduled Sessions

Regular coaching sessions will be delivered by meeting at a specific time and place agreed upon by the Coach and Client. Coaching sessions will last for 60 minutes and are billed at a rate of $99 per session. Coaching packages are available at a lower rate.

Fees are payable by the month, in advance.

## Cancellation of Appointments

The Client is responsible for any regular session fees that the Client cancels with less than 24 hours notice. Cancellation should be given by phone, not email, whenever possible.

## Additional Calls

Unscheduled calls or sessions will be billed at the regular rate after a grace period of 15 minutes.

## Confidentiality

The Client’s identity, relationship, and content of the sessions are strictly confidential except in a situation where such confidentiality would violate the law , such as harm to self or others. Child or elder abuse.

## Payment Method

Get A Life Coaching accepts credit cards, cash and checks as methods of payment.

## Liability

Client agrees and understands that Get A Life Coaching and all of its employees are not medical or physiological professionals. They are not a substitute for psychotherapy or medical practice.

If a situation arises where medical or psychological intervention is needed , Get A life Coaching is ethically and legally bound to refer the Client to a mental health or medical professional.

I have read this agreement and agree to abide by it’s terms and conditions, and acknowledge receipt of my own copy of this agreement.

Client Signature date / /

Printed Name:

Coach

Signature date / /

Printed Name:

Get A Life Coaching

2355 Norwood Circle, Berkeley, California 67552

959-655-7777

getalife.com