

Creativity Unlimited, LLC

Life Coaching Agreement

Please sign and fax/email the agreement before your first scheduled session.

Client Name _____

This agreement, between **Jeanne E. Solik** and the above-named client, will begin on _____ and will continue for a minimum of three months. The fee for the initial meeting is \$_____, and the fee for the initial three months is \$_____ per month, payable in advance on the 1st of each month.

Call Procedure:

You will call me at the pre-arranged time and telephone number. Cancellations must be made 24 hours in advance. There will be no refund or credit for cancellations made fewer than 24 hours prior to a scheduled session.

I ask that you complete a Call Focus form prior to each scheduled coaching session. This helps clarify your progress and what you hope to accomplish in our scheduled session.

Although it may be appropriate in the context of life coaching to discuss psychological and relational difficulties, I am not a psychotherapist, nor do I provide such services. Similarly, you recognize that life coaching is not financial advice and any decisions and actions you may take in that regard are done without my advice or recommendation; they are purely your responsibility.

Termination:

Upon completion of the initial three months, coaching will convert to a month-to-month basis. It should be noted that the monthly fee is calculated based on an average of four weeks per month and must be paid in advance. You may cancel the monthly contract at any time after the initial 3 month period, however, reimbursement for the monthly package will be forfeited without appropriate notice of cancellation.

You and I agree that appropriate cancellation notice is a fourteen-day notice in the event either of us wishes to cancel future services. The cancellation must be in writing and sent by fax or email. I will help you find alternative professional resources if, in my opinion, there is a need for more appropriate professional resources. When this is the reason for termination, I retain the right to terminate the relationship at my discretion.

Nondisclosure and Confidentiality:

I recognize that I am privileged to your personal and professional information and will not, directly or indirectly, communicate this information to a third party, except as required by law. I will list your name, contact information, and session times in my professional log book for submission to the International Coach Federation for professional certification purposes. Content discussed during the sessions will not be logged. We both understand that communication by email may not be secure and that archives of email communication may be subject to electronic interception or may be kept by third parties, e.g., ISPs, and subject to court orders.

Coach's signature: _____ Date: _____

I have read and agree to the terms outlined in this Coaching Agreement:

Client's signature: _____ Date _____

Printed Name of Client: _____

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Specifics of Coaching Agreement

Type of Service:

Monthly Life Coaching Fee Plan:

Professional/Executive Coaching:

Group Coaching:

Payments are due on the 1st of the month, must be paid in advance, and may be paid by:

check	(NFS are subject to a \$30 administration fee)
or	
PayPal	(to access use website at creativityllc.com)