



Milestone Life Coaching and Consultancy

## Pricing Policy and Procedures Document

### Introduction

This Policy Document specifies the Policy, which will be utilised when determining the rate at which clients of Milestone Life Coaching and Consultancy will be charged.

The Policy Document is presented in three sections and describes the pricing approach for the relevant services identified:

i) Individual coaching sessions

Individuals will be charged on a per session basis. A session is usually one hour to one and one half hours in duration . Sessions may be shorter than this if the outcomes are achieved to the satisfaction of the coach and the coachee. The session price includes a reasonable level of out of session administrative work performed by the coach.

Where amounts of administrative work are required in excess of what is normal this will be discussed and agreed with the coachee before the work is undertaken and an agreed cost determined.

ii) Business coaching sessions

Individuals will be charged on a per session basis. A session is usually one hour to one and one half hours in duration . Sessions may be shorter than this if the outcomes are achieved to the satisfaction of the coach and the coachee. The session price includes a reasonable level of out of session administrative work performed by the coach.

Where amounts of administrative work are required in excess of what is normal this will be discussed and agreed with the coachee before the work is undertaken and an agreed cost determined.

iii) Group coaching sessions

Individuals participating in group coaching sessions will be charged on a per session basis. The minimum number of participants for a group coaching session is 5. The maximum number of participants for a group coaching session is by agreement (but would normally not exceed 10).

The per session rate will be less than that for individual coaching sessions in recognition of the reduced 'one on one' focus available via a group session. A session is usually one hour to one and one half hours in duration . Sessions may be shorter than this if the outcomes are achieved to the satisfaction of the coach and the coachees. The session price includes a reasonable level of out of session administrative work performed by the coach.

Where amounts of administrative work are required in excess of what is normal this will be discussed and agreed with the coachee before the work is undertaken and an agreed cost determined.

- iv) Group performance/facilitated workshops etc  
 Costs for group performance sessions, facilitated workshops etc. will be negotiated on a case by case basis taking into account (but not limited to):
- the expectation of the client,
  - the expected time commitment,
  - the level of administrative work required and
  - the application of relevant diagnostic tools used,
  - other factor(s) that may be relevant.

Costs for group performance/facilitated workshops will be negotiated and agreed prior to delivery.

**Responsibility**

Milestone Life Coaching and Consultancy will endeavour, where possible, to ensure that all costs are known and understood prior to delivery. It is expected that the client to seek to understand the price expectation associated with each service provided.

Where additional costs are incurred, or are likely to be incurred, Milestone Life Coaching and Consultancy will advise the/each client and seek agreement to any such variations prior to delivery.

It is the responsibility of the client to make payment for the agreed price in advance or via alternative agreement with Milestone Life Coaching and Consultancy.

**Amendments**

This Policy has been designed to give a general approach that will be followed in pricing services. This policy may be amended from time to time to reflect new service provision and/or price changes.

**Important Rules**

**Rule No. 1.**

The Policy does not represent an agreement between parties. Such agreement is determined via the coaching contract.

**Rule No. 2.**

This policy seeks to establish consistency in pricing for each category of client..

**Rule No. 3.**

Milestone Life Coaching and Consultancy will, where possible adhere to this policy when pricing services.

Price list

<b>Service</b>	<b>Price per session</b>
Individual coaching sessions	\$150
Business coaching sessions	\$250
Group coaching sessions	\$100 (p/p)
Group performance/facilitated w'shop	By negotiation