

Tranquil Waters Life Coach Agreement

This Consulting Agreement (the “Agreement” or “Life Coaching Agreement”) states the terms & conditions that govern the contractual agreement between **TRANQUIL WATERS LIFE COACH [hereby referred to as TWLC & the “Consultant”]** having its principal place of business at **Merritt Isl & FL &/or Harrisburg PA &/or Virtually, & _____** **(the “Client”)** with the address of _____ who agrees to be bound by this Agreement.

WHEREAS, the **Consultant** offers consulting services in the field of **LIFE COACHING**; &
WHEREAS, the **Client** desires to retain the services of the Consultant to render consulting services with regard to **LIFE COACHING** according to the terms & conditions herein.
NOW, THEREFORE, In consideration of the mutual covenants & promises made by the parties hereto, the **Consultant & the Client** (individually, each a “Party” & collectively, the “Parties”) covenant & agree as follows:

1. Contract Date (Effective Date) / Term (Please see Pricing & Package Handout for more information)

This Agreement shall begin on [Begin date] & continue for _____ sessions which will be delivered [Weekly/BiWeekly/Monthly], with anticipated end date of _____.

Either Party may terminate this Agreement for any reason with [fourteen (14)] days written notice to the other Party.

2. Consulting Services Defined, Purpose & Expectations

The Consultant [TWLC] agrees that it shall provide its expertise to the Client for all things pertaining to LIFE COACHING with the following expectations:

- ➡ **This mutual professional relationship** can only exist with full participation of the client with vested interest in progression, accountability; NOTE: emphasis on gradual progression to steep progression based on your comfort level.
- ➡ **Honesty to self & to TWLC** is the best way to ensure success & continued growth. Honesty will help tackle the root cause of issues/setbacks & foster resiliency & understanding.
- ➡ The Client fully understands that s/he is their own person, & they are the only ones responsible for their own actions. TWLC is not responsible for any inadvertent or impulsive decisions whether directly or indirectly that the Client performs of their own volition whether before a session, during a session or after a session. The Goal of Life Coaching is self growth in a sustainable & honorable way with nonmaleficence.

➡ **The Client takes responsibility for the following:**

➡ **Being prepared for Coaching sessions, emailing or texting issues that they would like to discuss preferably 4 hours before their session.** If indicated: completing Goal Worksheet before the session.

Likewise, TWLC will devote time preparing for the session & will arrive on time whether in person or virtually with energy & focus for the session.

➡ **Understanding that Life Coaching DOES NOT diagnose mental health issues nor does it cure, treat or prevent mental health disorders,** & that if the Client feels that they need the expertise of a traditional therapist, then it is highly recommended that the Client follow up with a mental health expert.

[To reiterate: Life Coaching does NOT diagnose, cure or treat disorders found in the DSM (Diagnostic Statistical Manual) nor defined by the American Psychiatric Association. It is advised that if these services are needed, then it is the exclusive responsibility for the Client to seek out independent & professional guidance.]

➡ **Understanding that topics covered in session can include but is not limited to the following based on relevance as it comes up in the Life Coaching Process: work, finances, family, health, relationships, self care, education etc. It is the expressed interest of the Client to use the skills & techniques co-created in the session in the best possible way to enhance the Client's life, & that TWLC is not responsible for anything that the Client forgets to implement.**

➡ TWLC has full discretion & will perform Life Coaching Services as expressed in this contract & TWLC will not engage in any other services unless written permission is given from the Client, i.e. Client has control.

3. Coaching Services Provided by TWLC – Price

➡ Client understands that topics TWLC agrees to provide the Life Coaching Package as outlined in the terms & conditions of this agreement. The TWLC Package has been exclusively selected by the Client & is outlined by the Client which includes the following individual sessions or one of the more comprehensive packages:

One (1) Hour of In Person OR Virtual Coaching session

Email access for Coaching for 2 Weeks after (one hour total for email access)

Quantity: 1 Price: \$65

OR

4 Week Life Coaching Program:

➡ 4 (Four) 60 Sixty Minutes 1:1 Virtual or In Person Sessions (can be scheduled weekly or every other week or monthly depending on your preference: Recommendation is more frequent sessions at the start)

➡ 4 consecutive weeks lasting 1 month OR 4 sessions every other week lasting approximately a total of 2 months (*based on 4 weeks in a month)

➡ Up to ONE Hour A Week Of Messaging Support During Office Hours & over the Time In Between Sessions

(* If Needed: FREE Crisis Mitigation for Clients for first 20 to 25 minutes & then billed with consent at A Reduced Rate \$35 an hour)

Quantity: 1 Four Week Program Price: \$240 (saving of \$5 off of each session which is \$20 savings)

Please see the Package & Pricing Handout for more Information on Longer Coaching Options

4. Scheduling & Cancellation Policy

TWLC will provide the link for the Client to use the Private On-Line Scheduler Feature to book sessions in advance which will occur in a maximum period of 4 business days from date of signing the contract.

TWLC encourages the Client to schedule as soon as possible with the On-Line Scheduler or by Calling/Texting/Emailing.

CANCELLATIONS/RESCHEDULES: UNANTICIPATED CIRCUMSTANCES from TWLC &/or Client

➡ Client understands that in the very unanticipated circumstance which necessitates a cancellation by TWLC, then TWLC will have the session rescheduled within 3 (THREE) business days of the originally scheduled session with the future re-scheduled session to be completed as soon as possible based on scheduling availability of both parties. TWLC will reach out to the Client to make sure that this is completed in a timely process.

➡ **If the Client needs to cancel or reschedule a session, s/he will give TWLC (7) SEVEN HOURS notice of cancellation or rescheduling in advance so as to allow TWLC to re-adjust the coaching schedule. Cancellation policy outside of these parameters is \$10 first offense & then \$15 subsequent offenses with one grace period cancellation.**

5. Compensation (can be adjusted down if you choose a longer Coaching Package)

In consideration for the Consulting Services, **the Client shall pay the TWLC at the rate of \$65____ per hour if not on a Package Rate Plan (See attachment).** The Consultant requests that the Client pay for his/her session One Day Before the Scheduled session OR pay two times a month if purchasing a longer more comprehensive package based on your preference. The Package you pick will be placed here: _____

If indicated & requested by the Client for an in person meeting away from TWLC office or virtually, a fee of \$20 will be applied for travel within a reasonable geographic area.

All payments rendered are non-refundable unless there is fault with the Life Coaching session.

Since most insurances do not reimburse for Life Coaching at this time, TWLC is not responsible for submitting any claims or checking with private or commercial insurance companies for benefits &/or coverage. This is an out of pocket service.

Force Majeure. TWLC is not liable for unanticipated delays or failures in performance due to natural disaster or crisis including but not limited to fire, flood, inclement weather, accident, earthquakes, medical emergencies, governmental order, pandemic or epidemic, telecommunications line failures, electrical outages, network failures, terrorism, civil commotion or labor disputes. TWLC will complete due diligence to reinstate services as safely & seemingly as possible.

6. Confidentiality

The Consultant (TWLC) shall not disclose whether explicitly or implicitly any of the Client's private business & personal information to anyone at anytime unless explicit consent is obtained [which would typically be done only for continuity of care with another practitioner at the request of the Client &/or to a family member at the request of the

Client &/or for a letter of recommendation depending on the circumstance].

The information shared in sessions is considered “**Confidential Information**.” TWLC will not disclose the Client’s name as a reference without the Client’s written consent. The Coach will use care when saving & storing personal information so that it DOES NOT become public domain. Coach will return all Confidential Information to the Client when the Agreement is finished.

7. Client Responsibilities (also please see Section 2 for further Client Responsibilities)

Client agrees to be forthright with divulging relevant information that can be crucial to the Life Coaching Process. Client agrees to submit relevant paperwork including (if needed) Goals Worksheet BEFORE the session & Feedback Form after the session (of course, the Client’s Time Schedule permitting).

8. Indemnification

Unless there is negligence of the Coach, the Client agrees to indemnify & release against all lawsuits & costs of every kind pertaining to any omissions in real or perceived coaching &/or malfunction with Coaching Portal/Software. While every effort will be used to ensure that the website & scheduler are working properly, there are sometimes rare occurrences. Indemnification & release includes reasonable legal fees due to any act or failure to act by the Client based upon the Consulting Services.

9. No Modification Unless in Writing (please see above for cancellations/re-schedule for certain circumstances)

No modification of this Agreement shall be valid unless in writing & agreed upon by both Parties.

10. Applicable Law

This Consulting Agreement & the interpretation of its terms shall be governed by & construed in accordance with the laws of the State of [State] & subject to the exclusive jurisdiction of the federal & state courts located in [County], [State].

Severability: If a court of competent jurisdiction deems any part of this agreement illegal, invalid or unenforceable, the remaining provisions or portions shall remain in full force & effect with that invalid provision or part being removed as narrowly as possible to render this agreement valid & enforceable.

IN WITNESS WHEREOF, each of the Parties has executed this Consulting Agreement, both Parties by its duly authorized officer, as of the day & year set forth below.

Tranquil Waters Life Coach [TWLC/Consultant]

Mahdi A.

[First name]

Motawakil-Phillips

[Last name]

[Title]

[Client]

[First name]

[Last name]

[Title]

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Exclusively For