

# Client agreement

Dear (insert client name),

I am very excited about working together with you in a coaching relationship. This letter outlines our AGREEMENT between your coach Ayanna Alligood, and you, the above named Client. We will start with a 60 minute Discovery Session. After that, the format of the coaching services provided will be one hour per week for two weeks or four weeks (***as outlined in your plan***) in a month, FOR A MINIMUM of three months. The fee for the Discovery Session is \$20 ; the fee for the initial three months is \$110 per month for a 2 week plan or \$200 per month for a 4 week plan, payable in advance each month. All fees are subject to North Carolina gross receipts tax. Upon completion of the three months, coaching will be provided on a month-to-month basis. We agree to provide one another with 30 days' notice in the event it is desired to cancel further services.

The services to be provided by your coach are virtual coaching. Coaching — which is not advice, therapy or counseling — may involve all areas of your life, including work, finances, health, relationships, education and recreation. You acknowledge that deciding how to handle these issues and implement your choices is exclusively your responsibility. Coaching does not treat mental disorders as defined by the American Psychiatric Association. You understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment, and you will not use it in place of any form of therapy. You promise that if you currently are in therapy or otherwise under the care of a mental health professional, that you have consulted with this person regarding the advisability of working with a coach and that this person is aware of your decision to proceed with the coaching relationship. You understand that feelings are a normal and healthy part of being human and that through a coaching relationship, awareness and curiosity will be brought to your feelings so that you can make more informed choices and move into your desired action. You understand that coaching does not deal with the psychological antecedent to emotions, which is the realm of therapy.

Your coach promises that all information shared by you will be kept strictly confidential, except when releasing such information is required by law. Throughout our working relationship, we will engage in very direct and personal conversations. You can count on me to be honest and straightforward, ask clarifying questions and make empowering requests. The purpose of our interaction is to hold your focus on YOUR desired outcome and to coach you to stay clear, focused and in action. You understand that the power of the coaching relationship can only be granted by you — and you agree to do just that. When you see the coaching is not working as desired, you agree to communicate with me and take actions to return the power to the coaching relationship.

By signing below you agree to keep your agreements, to regard our appointment time frames with respect and to keep me informed as to what is needed to keep you moving forward. Our signatures on this agreement indicate full understanding and agreement with the information outlined above.

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Client name

Date

## Coaching Logistics

Welcome! I am delighted to be your coach and look forward to supporting you in creating the career and life that you envision. Here is some important information that will ensure the logistics run smoothly, so that we can focus on your forward progress. If you have any questions or comments regarding these, we can discuss them further.

### **Commitment:**

I'm assuming that you are hiring me as your coach because you want to make significant changes in your life. As your coach, I am 100% committed to you being powerful and successful and having the career and life you envision. If, at any time, the coaching isn't as productive as you would like or you would like to make changes in how we work together, please let me know.

### **Sessions:**

All sessions will be held via zoom. As much as possible, we will schedule a set day of the week and time to meet on a regular basis. Generally speaking, this makes planning easier for both of us. If that doesn't work for you, we can schedule meetings on different days and times as needed. 15 minutes before your scheduled session a zoom link will be emailed to you.

### **Schedule Changes:**

Should you need to change your appointment time in any given week, I will do my best to reschedule during that week. If you are on vacation, we will spend more time before you leave or after you return. If I will be traveling, I will let you know in advance. Generally, we will either change our appointment time, or I will let you know where you can call me on the road. Please note that I have a 24 hour cancellation policy. Missing an appointment without notice is considered a paid appointment. That said, if you have an emergency, we will work around it.

### **Payments:**

Payment for your Discovery Session is due at, or in advance of, the session. For your ongoing monthly sessions, payment is due by your first session of each month.

Acceptable methods are:

- Paypal
- Venmo
- cashapp

### **Support between Sessions:**

To make sure you have the right level of support, I am always accessible via telephone or email during the rest of the month for consultation, advice, emergencies...or if you want to share a success with me. I do not bill for additional time of this type but ask that you keep phone calls to five or 10 minutes, please. Also, feel free to use my email and voicemail as often as you like.

**Problems:**

If I ever say or do something that upsets you and doesn't feel right, please bring it to the session. I promise to take it into consideration in our future interactions.

**Contact Information:**

Phone: 585-332-4288 Email: Alligood.consulting@gmail.com

Please sign and return a copy of this form  
via email.

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Client Name

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Date