



Think well. Do well. Be well.

## COACHING AGREEMENT

---

### THIS COACHING AGREEMENT IS ENTERED INTO BY AND BETWEEN:

Kim Muehlbauer (Certified Coach) of Limitlessness, LLC at 5318 Buxton Court, Alexandria, VA 22315

and \_\_\_\_\_ (CLIENT) whereby COACH agrees to provide Coaching Services for CLIENT.

### DESCRIPTION OF COACHING

Coaching is a partnership (defined as an alliance, not a legal business partnership) between COACH and CLIENT in a thought-provoking and creative process that inspires CLIENT to maximize personal and professional potential. It is designed to facilitate the creation/development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.

### COACH-CLIENT RELATIONSHIP

CLIENT is solely responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results arising out of or resulting from the Coaching Relationship and his/her Coaching Sessions and interactions with COACH. As such, CLIENT agrees that COACH is not and will not be liable or responsible for any actions or inaction, or for any direct or indirect result of any services provided by COACH. CLIENT understands Coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure or treat any mental disorder or medical disease.

- CLIENT acknowledges that Coaching is a comprehensive process that may involve different areas of his or her life, including work, finances, health, relationships, education and recreation. CLIENT agrees that deciding how to handle these issues, incorporate industry accepted Coaching Principles into those areas and implementing choices is exclusively CLIENT's responsibility.
- COACH agrees to maintain the ethics and standards of behavior established by the International Coach Federation (ICF).
- CLIENT further acknowledges that he/she may terminate or discontinue the Coaching Relationship at any time.

### SERVICES

The parties agree to engage in a Coaching Program through telephone, in-person, and/or video conference sessions. COACH will be available to CLIENT by e-mail and voicemail in between scheduled sessions. COACH may also be available for additional time, per CLIENT's request on a prorated basis.

### SCHEDULE AND FEES

The time of Coaching Sessions and/or location will be determined by COACH and CLIENT based on a mutually agreed upon time. CLIENT will initiate all scheduled calls and will call COACH at the following number for all scheduled sessions: 571-218-0481 or other agreed upon video conference venue. If COACH will be at any other number for a scheduled session, CLIENT will be notified prior to the scheduled appointment time.

- CLIENT is responsible to be on time for the scheduled session.
- CLIENT will schedule Coaching Sessions and make all payments in advance of Coaching Sessions through the website: [www.TheWellnessMindsetCOACH.com/services](http://www.TheWellnessMindsetCOACH.com/services)

## **CANCELLATION POLICY**

CLIENT agrees that it is CLIENT's responsibility to notify COACH 24-hours in advance of the scheduled session. If notification is not given 24-hours in advance, CLIENT is responsible for payment for the missed or cancelled session.

## **CONFIDENTIALITY**

The Coaching Relationship, as well as all information (documented or verbal) that CLIENT shares with COACH as part of this relationship, is bound by the principles of confidentiality. However, be aware that COACH-CLIENT relationship is not considered a legally confidential relationship (like medical and legal professions) and thus communications are not subject to the protection of any legally recognized privilege.

- COACH agrees not to disclose any information pertaining to CLIENT without CLIENT's written consent.
- CLIENT understands that certain topics may be anonymously and hypothetically shared with other Coaching Professionals for training or consultation purposes.

## **INSURANCE**

Because Coaching is not a medical treatment, it is the CLIENT'S responsibility to pay for Coaching Sessions and procure any reimbursement provided by CLIENT'S employer or insurance company.

## **TERMINATION**

Either CLIENT or COACH may terminate this Coaching Agreement at any time with 2-week written notice. CLIENT agrees to compensate COACH for all Coaching Services rendered through and including the effective date of termination of the Coaching Relationship.

## **LIMITED LIABILITY**

Except as expressly provided in this Coaching Agreement, COACH makes no guarantees, representations or warranties of any kind or nature, express or implied with the respect to Coaching Services negotiated, agreed upon and rendered. In no event shall COACH be liable to CLIENT for any indirect, consequential or special damages.

I have read and agree to the above.

---

CLIENT Printed Name

---

CLIENT Address

---

CLIENT Signature

---

Date Signed