



Mindwurk Consulting, LLC

www.mindwurk.com

331.200.4408

Client Agreement

This coaching agreement is entered into between **Mindwurk Consulting, LLC** and the above-named client. It will begin on _____ and will continue on a monthly basis for _____ months or until such time as the client terminates my services. A reminder email will be sent 48 hours before any scheduled session. The next session will be scheduled at the end of the previous coaching session to allow adequate planning and scheduling.

Fees

The fee for the coaching sessions will be charged on a designated card at the time of the session in the amount of \$ _____. The fee is payable through the designated pay site agreed upon. (PayPal, Zelle, or Company website at mindwurk.com/payments). A one time “no show” fee will be charged if you fail to attend the scheduled session or provide 24 hours advanced notice.

Cancellation Policy:

Clients maintain the right to cancel payment at any time in advance of the billing date for the next session (3 days prior to the session). Cancellation must be done in writing (email to the following website address: info@mindwurk.com and must be received before the next session or you will be charged for the full session fee.

If you need to cancel an appointment, please notify our office at least 24 hours in advance of the appointment date to reschedule that month’s session.

Services

The client will be provided with services agreed upon prior to the first session. A consultation call will be required prior to the first session to confirm needs and strategy. All services are available via telephone unless otherwise specified by the coach. I will call you at the agreed upon time to begin the call. If you do not answer, you are allowed one call back five minutes after the scheduled time or the appointment will be canceled.

The purpose of the business coaching sessions is to provide the client with information based on their defined goals and the years of experience of the coach in various areas of the business

arena. This service includes but is not limited to: brainstorming techniques, identifying action plans, follow-up procedures to maintain client motivation, educating the client as well as asking and answering questions.

Termination

Termination of this agreement may occur at the discretion of the coach when an impasse is reached with the client. As long as the client adheres to the Coaching Success Guidelines and the coach adheres to professional practices and standards, the relationship will continue. The goal is to better your business so all efforts will be made towards that end.

Examples of terminable offenses:

- Lack of payment
- Lack of adherence to Coaching Success Guidelines
- Indifference on the part of the client to prescribed session action items

Confidentiality

Anything that is said or revealed in the sessions between coach and client is privileged information and will not be disclosed to any outside party. The exception is if the information revealed includes disclosure of illegal, unethical or criminal activities.

The methods employed by **Mindwurk Consulting LLC** do not guarantee results. They are guidelines that the client must follow through on in order to see any type of change. The client agrees, therefore, to hold the coach free of any liability and responsibility for adverse reactions as a result of advice given in the coaching sessions.

By signing below, you signify that you agree with the information laid out in this document in full.

Client

Business Coach

Date

Date