



# REVEALING COLORS

## Coaching Contract

**Revealing Colors, LLC**  
2319 Espey Court, Suite 4  
Crofton, MD 21114  
410-204-5891

**Description of Coaching:** Coaching is a partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the Client to maximize personal and professional potential. It is designed to facilitate the creation and development of personal, professional, or business goals and develop and carry out a strategy/plan for achieving those goals. Coaching Services for the Coaching Package purchased are provided by Revealing Colors' Owner and President, Julie Larkins, who hereafter be referred to as "Coach," and the signer of this Contract referred to as "Client."

### Terms and Conditions:

#### A. Refunds

- a. All Payments for Coaching Packages are non-refundable.
- b. If this Coaching contract is terminated
  - i. Payment is forfeited and will not be refunded.
  - ii. If the package is paid via a payment plan, please refer to **Section H, Termination.**

#### B. Client Accountability and Participation

- a. The Client acknowledges that Coaching is a comprehensive process that may involve different areas of their life, including work, finances, health, relationships, education, and recreation. The Client agrees that deciding how to handle these issues, incorporating Coaching principles into those areas, and implementing choices is exclusively the Client's responsibility.
- b. The purpose of Coaching is to help the Client gain clarity of the direction their life is heading, support the Client's goals, and hold the Client accountable for taking steps to accomplish those goals. This service

includes but is not limited to: brainstorming techniques, identifying action plans, strategies to maintain Client motivation, homework assignments, suggested reading, and asking empowering questions to help the Client achieve goals beyond what they thought possible.

- c. The Client acknowledges that to enhance the Coaching relationship, the Client agrees to communicate honestly, be open to feedback and assistance, and create the time and energy to participate fully in the program.
- d. The methods and modalities employed by the Coach do not guarantee results. The results will depend on many factors, including - but not limited to – the Client’s commitment to take action and be committed to accomplishing the desired results. Therefore, the Client agrees to hold the Coach free of any and all liability.

### C. Confidentiality

- a. This Coaching relationship and all information (documented or verbal) that the Client shares with the Coach as part of this relationship are confidential.
- b. Please be aware that the Coach-Client relationship is not considered a legally confidential relationship (like the medical and legal professions), and communications are not subject to any legally recognized privilege protection.
- c. The Coach agrees not to disclose any information about the Client without the Client’s written consent. The Coach will not disclose the Client’s name as a reference without the Client’s consent.
- d. Confidential Information does not include information that:
  - i. was in the Coach’s possession before its being furnished by the Client
  - ii. is generally known to the public or in the Client’s industry
  - iii. is obtained by the Coach from a third party, without breach of any obligation to the Client
  - iv. is independently developed by the Coach without use of or reference to the Client’s confidential information
  - v. the Coach is required by statute, lawfully issued subpoena, or by court order to disclose
  - vi. is disclosed to the Coach, and as a result of such disclosure, the Coach reasonably believes there to be an imminent or likely risk of danger or harm to the Client or others; and (g) involves illegal activity.
  - vii. information shared or revealed in the sessions between Coach and Client is privileged information and will not be disclosed to any outside party without the Client’s written consent.

#### D. Coaching Support

- a. The Client acknowledges that the Coaching Package they purchased outlines the level of support and communication the Client will receive.
- b. The Client acknowledges that any correspondence or sessions that fall outside the Coaching Package's scope must be purchased separately.
- c. The Client agrees to utilize the support methods outlined in the purchased Coaching Package for the duration of the Coaching Package.

#### E. Timeliness

- a. Coaching sessions (in-person and virtual) begin promptly at the scheduled start time and end promptly at the scheduled end time.
- b. There is a 5-minute grace period (to join the meeting or arrive at the designated location) after the scheduled time, after which the appointment will be canceled. The session will be forfeited and will not be rescheduled, and coaching will resume at the next scheduled session date.

#### F. Session Cancellations, No-Shows, and Rescheduling

- a. It is essential to be respectful of one another's time, and therefore Revealing Colors has a 48-hour cancellation/rebooking policy.
- b. If you need to cancel an appointment, please notify our office at least 48 hours before the appointment date and time to reschedule your session.
- c. You can cancel or reschedule any appointment through our booking site or email [julie@revealingcolors.com](mailto:julie@revealingcolors.com).
- d. If the Client does not provide 48 hours notice to reschedule or is a no-show for the scheduled session, the session will be forfeited and will not be rescheduled. Coaching will resume at the next scheduled session date.
- e. A session will be rescheduled only once as a courtesy, and multiple re-scheduling requests for a session will result in the cancellation and forfeit of the session. Coaching will resume at the next scheduled session date.
- f. Multiple re-scheduling requests for multiple sessions can result in the cancellation of the coaching contract.

#### G. Disclaimer

- a. The Client acknowledges that all services, information, communication, consultation, and guidance provided by the Coach should be utilized at their discretion.
- b. The Client agrees that the Coach is not and will not be liable or responsible for any actions or inaction or any direct or indirect result of any services provided by the Coach.
- c. The Client acknowledges that Coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association and that Coaching is not to be used as a substitute for counseling, psychotherapy, psychoanalysis, mental health care, substance abuse treatment, or other professional advice by legal, medical or other qualified professionals and that it is the Client's exclusive responsibility to seek such independent professional guidance as needed.

- d. The Client is solely responsible for creating and implementing their own physical, mental and emotional well-being, decisions, choices, actions, and results arising out of or resulting from the Coaching relationship and their Coaching calls and interactions with the Coach.
- e. If the Client is currently under the care of a mental health professional, it is recommended that the Client promptly inform the mental health care provider of the nature and extent of the Coaching relationship agreed upon by the Client and the Coach.
- f. The Client understands Coaching is not therapy and does not substitute for therapy or treatment, if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
- g. The Client acknowledges that the Coach is not certified through any state, federal, or local governments for the services provided.

#### H. Termination

- a. The Client acknowledges that either party maintains the right to terminate Coaching at any time.
- b. The Client acknowledges that if the coaching contract is terminated by either party, all payments for services provided remain non-refundable
- c. If the Client was offered and utilized a monthly payment plan for their Coaching Package, they can cancel in advance of the billing date for the next month's session, and no further payment or fee will be due.
- d. Cancellation must be sent in writing, by email, to the following email address: [julie@revealingcolors.com](mailto:julie@revealingcolors.com) and the email must be received before the new billing cycle, or the Client will be charged for that month's Coaching session, as applicable.
- e. Examples of reasons the Coach might choose to terminate the Coaching relationship
  - i. Lack of payment
  - ii. Lack of adherence to the terms and conditions of this contract
  - iii. Indifference on the part of the Client towards implementing steps that were agreed upon during sessions
  - iv. Multiple rescheduling requests, no-shows, or late cancellations

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



Julie Larkins  
President and Owner