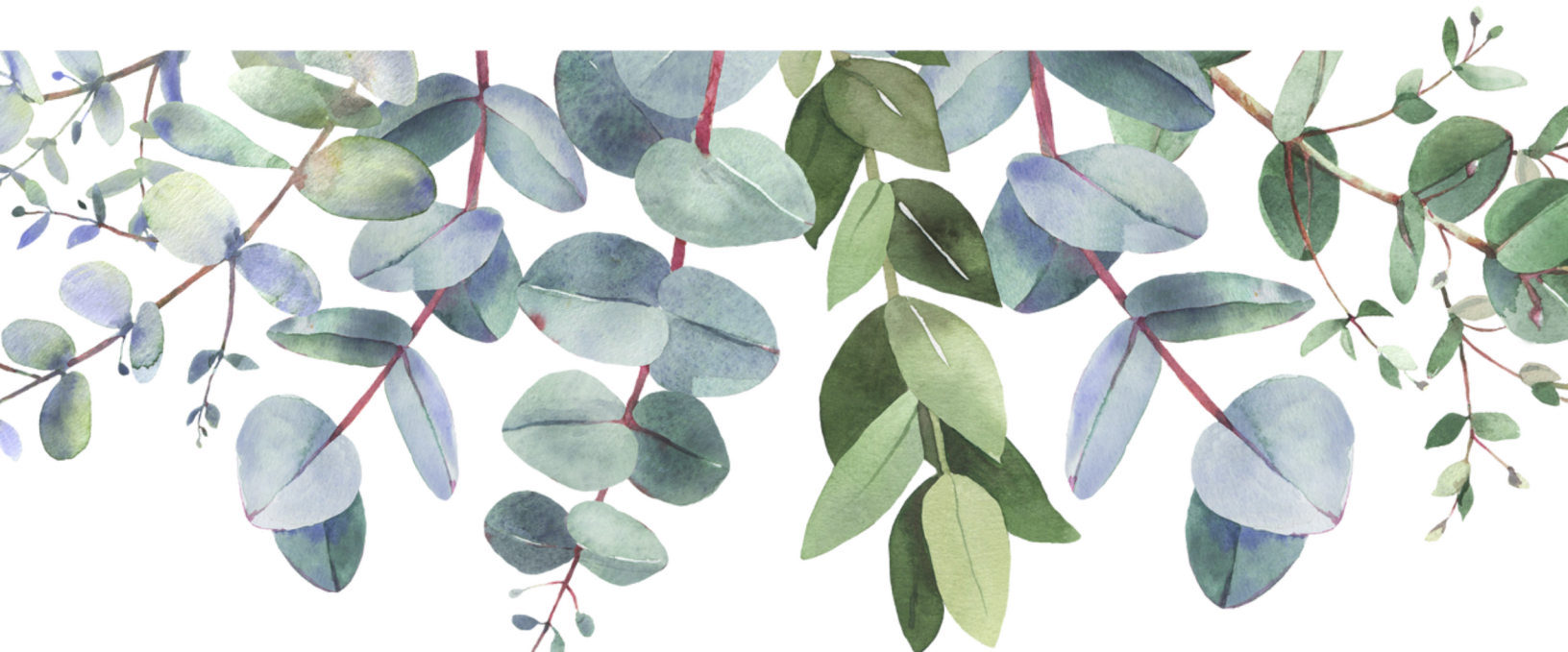




Client Welcome Packet





Welcome!

Hello Friend,

I am excited to begin on this life-changing journey with you!

I am committed to supporting and guiding you while you create personalized blueprint for reaching a meaningful goal in your life. Along the way, we will be checking in on your progress using some helpful tools that I will provide you. I encourage you to express what you feel is working and what isn't working for you as we work with one another. Your feedback helps me to support and guide you better.

This welcome packet is designed to provide you with important information as we begin our journey together. I hope to answer some questions that you may have and provide you with some insight as to how we will work together. To help me align to what you would like to focus on, I have included some forms that I would like for you to review, complete and return to me. There will be more detailed directions on this in the upcoming sections of the welcome packet.

During our first session, we will talk a little more in depth about your goals for coaching and discuss any questions that you may still have after reading your welcome packet. Typically, this session lasts about one hour. If you have any questions prior to our first session, please contact me at natalee@artfultransformations.art or call me at 260.229.5902.

I look forward to working with you. Congratulations on taking this step towards achieving your goals.

Bye for now...

Natalee Wright, MA, BCC
Professional Creative Coach



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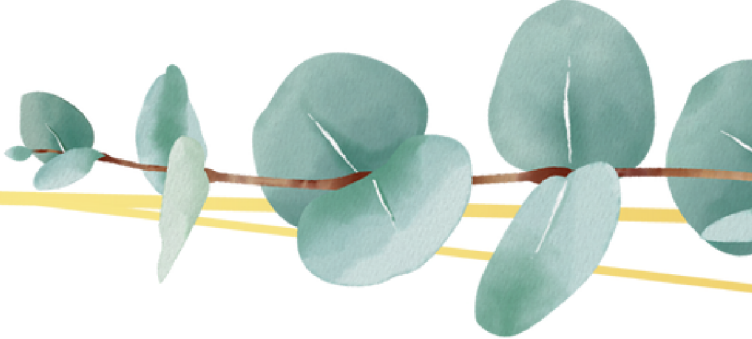
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My name is Natalee....

As your coach, I am committed to creating a sacred and safe space that encourages your self-exploration and growth.



Our time together is confidential and it is important to me that you feel able to express yourself, as well as commit to being honest with yourself and with me. I will be honest and direct. I will challenge you, hold you accountable, help you maintain focus, provide structure, and above all empower and support you on your goals. I am excited for you and your journey to find joy, authenticity, and all that you aspire to.



Life Coaching Packages & Fees

Life Coaching Packages

All coaching packages include a Free 30 minute coaching consultation call and text, email or phone (up to 10 minutes) support between sessions.

Coaching Packages

2 Session/Monthly Plan Bi-Weekly Sessions (2) at 60 minutes per session	\$110
4 Session/Monthly Plan Weekly Sessions (4) at 60 minutes per session	\$220
12 Session/Monthly Plan – 3 Months (\$660 if paid in full upon commitment) Weekly Sessions (12) at 60 minutes per session	\$600
24 Sessions/Monthly Plan – 6 Months (\$1320 if paid in full upon commitment) Weekly Sessions (24) at 60 minutes per session	\$1200

Individual Coaching Sessions

15 minute emergency coaching	\$15
30 minute emergency coaching	\$30
60 minute individual coaching	\$55

Payment Structure & Scheduling

Fees paid in advance through PayPal, Credit Card (by authorization), or by Personal Check. Checks must clear before your initial session (for each billing cycle).

ALL SESSIONS can be scheduled either weekly or bi-weekly depending on your budget, availability, and personal preference.

What is Coaching?



Coaching is a transformational conversation that allows you to develop and achieve your goals in a safe and supportive environment.

How we will work together...

I am a trained board certified Life Coach. I am not a therapist and I do not attempt to provide diagnosis or treatment. If you feel that you need a therapist, I will do my best to provide you with a referral. Our relationship is equal. Our coaching sessions will always be about the issues that you want to discuss. I will listen, reflect, ask questions, give perspectives and offer options without bias or judgement. I will support you, believe in you, and celebrate you.

As my client, I ask that you attend our sessions fully prepared. I ask that you be focused on your agenda, issues, and concerns. I ask that you be ready to openly and honestly discuss matters of the heart and emotions. I ask that you accept accountability and be open to stepping outside your comfort zone. I ask that you be willing to find success in effort, not only in outcome. I agree to do the same.

What to Expect

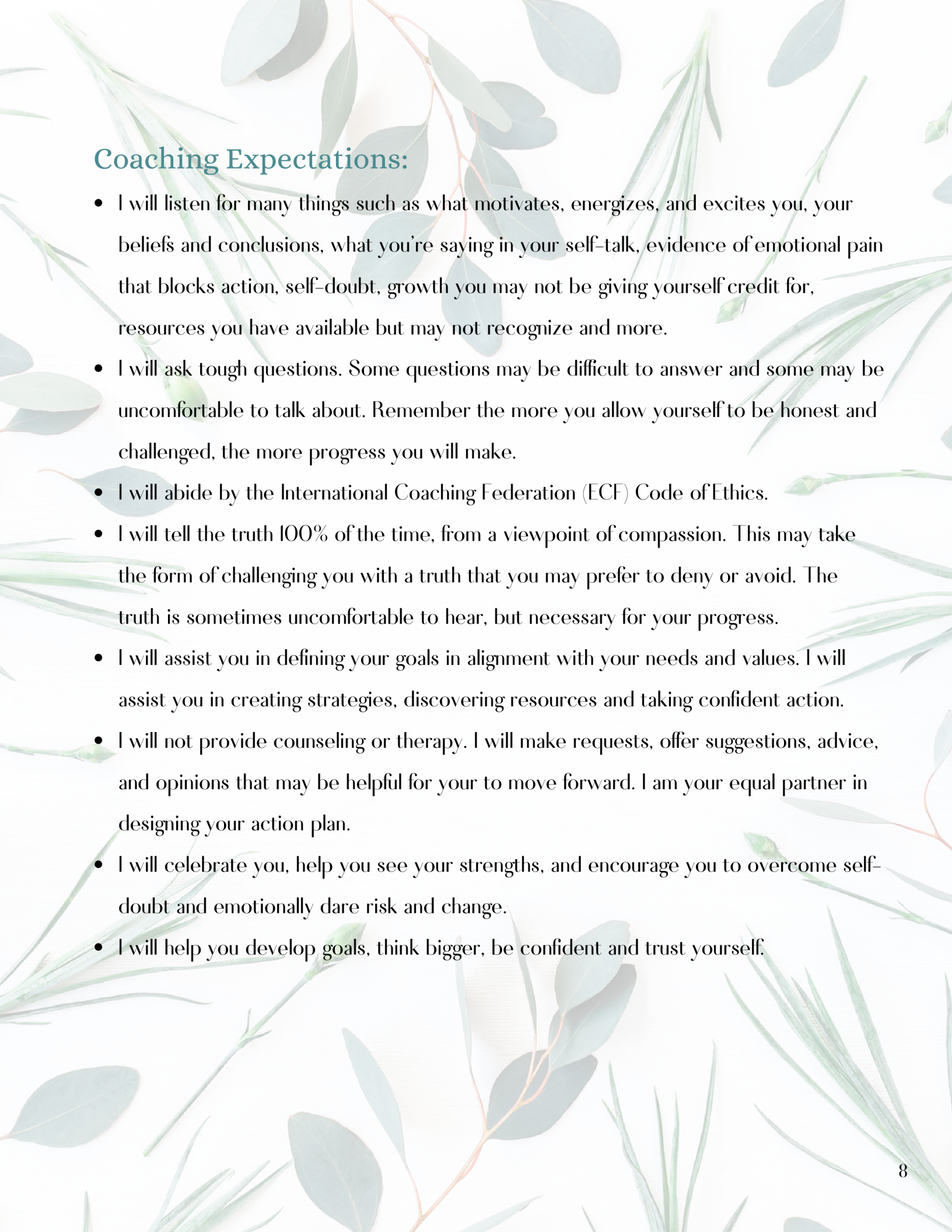
Client Expectations:

Confidentiality – All coaching sessions are confidential. There may be times when your coach feels it is important for issues to be shared with your family and support system and will encourage you to do so. It is always the goal to have relationships with healthy communication. Unless permission is granted, all coaching sessions, conversations, and written communications remain confidential between the coach and client, except where prohibited by law.

Discover Yourself – You will get to know yourself in new ways. It is healthy to grow as a person while working with a coach. Most people hire a coach to accomplish several goals. Coaching is about being and expressing your authentic self. Don't be surprised if you discover new parts of yourself or if you find your goals adjusting to reflect who you really are and who you want to be.

Be Patient with Yourself: Invest yourself fully in this opportunity for accelerated growth and accomplishment. Be patient with yourself and commit to the coaching process for at least three months. Show up for your coaching session on time, prepared, and fully ready to problem solve, reflect, strategize, and celebrate. It is helpful for you to not be rushed to your session and take a few moments prior to your session to slow down, clear your mind, and get focused. Turn off all distractions and find a quiet place where your focus is only on your session. It is helpful to bring a pen and paper. You are more likely to remember and take action on things if you write them down. Keep all your coaching materials together in a notebook and folder and bring them with you to each session.

Session Prep Form – Fill out your session prep form prior to our weekly session and email it to me at least 24 hours before our session together. This is used to maximize our common understanding of where you are and where you want to go in coaching.



Coaching Expectations:

- I will listen for many things such as what motivates, energizes, and excites you, your beliefs and conclusions, what you're saying in your self-talk, evidence of emotional pain that blocks action, self-doubt, growth you may not be giving yourself credit for, resources you have available but may not recognize and more.
- I will ask tough questions. Some questions may be difficult to answer and some may be uncomfortable to talk about. Remember the more you allow yourself to be honest and challenged, the more progress you will make.
- I will abide by the International Coaching Federation (ICF) Code of Ethics.
- I will tell the truth 100% of the time, from a viewpoint of compassion. This may take the form of challenging you with a truth that you may prefer to deny or avoid. The truth is sometimes uncomfortable to hear, but necessary for your progress.
- I will assist you in defining your goals in alignment with your needs and values. I will assist you in creating strategies, discovering resources and taking confident action.
- I will not provide counseling or therapy. I will make requests, offer suggestions, advice, and opinions that may be helpful for you to move forward. I am your equal partner in designing your action plan.
- I will celebrate you, help you see your strengths, and encourage you to overcome self-doubt and emotionally dare risk and change.
- I will help you develop goals, think bigger, be confident and trust yourself.



Next Steps

- Review the welcome packet.
- Complete the following forms and return them to me via mail or email:
 - Coaching Agreement
 - Privacy Notice
 - Client Intake Form
 - Goals Worksheet
 - Coaching Mandala
 - De-Cluttering Form
- Complete and email at least 24 hours prior to each coaching session (beginning with the second session):
 - Session Prep Form

Based on the coaching package you choose, I will provide you with an invoice through PayPal (unless you have made other arrangements with me). Your invoice must be paid in full, 48 hours prior to your first session.

If you have any questions prior to our session, please email or call me. Otherwise, we will discuss those items during our first session. I am excited and honored that you have chosen me to be your coach!

Client Intake Form

Client Name: _____ Date of Birth: _____ Gender: _____

Address: _____ Time Zone: _____

Cell #: (____) _____ Home #: (____) _____ Work #: (____) _____ ext. ____

Email: _____

Occupation: _____ Business Name: _____

Is it okay to leave messages everywhere? If not, explain: _____

Preferred means of communication: _____

Preferred Coaching Schedule (Days & Time of Day): _____

Significant Dates: _____

Names of Important People in your life (spouse, children, partner, friends, etc.): _____

Emergency Contact: _____ #: _____

How did you hear about my coaching services? _____

What are your significant commitments? _____

What would your perfect life look like? _____

What stops you from having the life you want to have? _____

Other Information I should know: _____

Coaching Agreement

Thank you for choosing me as your coach! I look forward to collaborating with, supporting, and empowering you on your path to growth!

This service agreement outlines the policies and practices for coaching. Should you have any questions, please feel free to discuss them with your coach. From this point forward, in this agreement terms like "I" or "you" refer to the client and payor where applicable. Coaching strategies will be tailored to your unique needs. Your sessions will be conducted with the most compassionate methods possible regardless of age, race, cultural identity, ethnicity, gender, disability, religion, sexual orientation, marital, or socioeconomic status.

COOPERATION

It is assumed that all parties will be in full cooperation with each other in regards to the agreed upon coaching objectives. Neither party will withhold important information, which would benefit the coaching process, nor will any party act in any manner that would interfere with facilitation of the coaching goals in a timely manner. Coaching is most effective when all parties are open, honest, and straightforward in their communication. Therefore, expect your coach to hold you accountable on your commitments in order to facilitate change.

THE COACHING PROCESS

Coaching typically includes weekly appointments for at least a number of months. Sessions will continue until you feel you have accomplished your personal goals. A minimum three (3) month commitment to coaching is recommended for best coaching results. Sessions are typically 60 minutes in duration. However, more frequent sessions and longer timeframes can be arranged or may be included in various packages. These appointments are generally scheduled on a fixed time slot (same day, same time).

At the end of each coaching session, the client typically agrees to goals to work towards prior to the next session and an assignment to be completed before the next session in order to help increase success. In between regular coaching sessions, we will use email "post-session recaps" to enhance and anchor the benefits of coaching. This will create a "journaling" of success.

As you progress in coaching and are seeing great results, please share your coaching successes with others and tell them about your coach. Your referrals are greatly appreciated and depended on to fill your coach's practice. A referral from you lets your coach know that they are doing a great job and you would like those you care about to experience the same great results you are achieving. If you know a person who needs a coach, simply let your coach know that you are referring them. Then, have them contact your coach by email to begin the process. Written client success stories are always welcome and can be given directly to your coach via email or mail.

CLIENT RESPONSIBILITIES

1. As a client, I understand and agree that I am fully responsible for my wellbeing during my coaching sessions, including my choices and decisions. I agree not to hold Natalee Wright, or any company she is affiliated with, liable for any outcomes resulting directly or indirectly from the coaching process.
2. I understand "coaching" is a relationship that I have with my coach that is designed to facilitate the creation/development of personal goals and to develop and carry out a strategy/plan for achieving those goals. I can choose to discontinue coaching at any time.
3. I understand coaching is a comprehensive process that may involve all areas of my life, including relationships, education, spiritual, health, work, finances, and recreation. I acknowledge deciding how to handle these issues and implement my choices is exclusively my responsibility.
4. I understand coaching does not treat mental disorders as defined by the American Psychiatric Association. I understand coaching is not a substitute for counseling, psychotherapy, psychoanalysis, psychiatry, or substance abuse treatment. I will not use it in place of any form of therapy. If I believe I may need therapy in addition to coaching, I will speak to my coach about options.
5. I promise if I am currently in any form of therapy, seeing a psychiatrist, or otherwise under the care of a mental health professional or doctor, I have consulted with such persons regarding the advisability of working with a coach and such persons are aware of my decision to proceed with the coaching relationship. I am willing to sign a full Authorization for Release and Exchange of Information to these individuals so my coach can openly communicate with them so I can achieve best results.
6. I understand coaching is not to be used in lieu of other professional advice. I will seek professional guidance for mental, legal, medical, financial and other matters. All decision in these areas are exclusively mine and I acknowledge my decision and actions regarding them are my responsibility.
7. Coaching assumes each person in the relationship is guided by his or her values and beliefs. I understand that my coach will respect the values and beliefs of others and not seek to impose their values on, condemn, or refuse coaching services to people who do not share similar values and beliefs.
8. I understand information will be held as confidential unless I state otherwise, in writing, except as required by law.
9. I grant my coach permission to keep a confidential record regarding my coaching progress.
10. If my coach has any reason to suspect any abuse of alcohol or substance abuse, my coach will discuss with me about whether coaching will continue and recommendations for treatment. If it is decided that my decisions of are the cause to discontinue coaching, all fees paid in advance will be forfeited.

Coaching Agreement Contract

We are committed to work together for ____ coaching sessions over _____ months. We will meet _____ times per month, and sessions will be 60 minutes long. If there are 5 weeks within the month, the additional week will be skipped, used to make up a previous appointment, or an additional payment can be made to include the 5th appointment that month. All packages include emails, texts, and calls under 10 minutes for quick celebrations or questions. I encourage you to celebrate your accomplishments with me! If this service is abused or the call lasts longer than 10 minutes, an extra fee will be added for this service, billed in 15 minutes increments at \$55 per hour rate. I understand that my coach is not always available to immediately respond to my texts, emails, or calls and will respond as soon as possible.

Package Fee: _____ per month, due on the first of the month or _____ one time payment for multiple month packages (a discount will be provided for payment in full of these packages – as listed on the coaching package page). You may choose to complete a credit card authorization form and have your credit card on file for billing, or you may choose to have an invoice provided to you via PayPal on a month (or other) basis. All coaching sessions must be paid for at least 48 hours in advance.

Scheduling: We agree to be punctual for our sessions. If we do have to reschedule we will give each other as much notice as possible (24 hours minimum). If you are late for a phone appointment, I will try calling you after five minutes. If I do not provide adequate notice and/or I do not show up within 15 minutes of my session time, If I miss my scheduled session, I will be charged for that appointment. If I miss an appointment, it is my responsibility to contact my coach to reschedule. I will provide notice of schedule changes and/or vacations a week in advance to my coach.

Phone Etiquette: Our appointments will be by phone unless we agree otherwise. I can be reached at this number unless I tell you otherwise: (260) 229.5902. Calls are always made by the client to the coach at the scheduled time agreed upon from a place where you will not be distracted.

Social Media: Your coach does not accept personal friend requests from clients or their family members on any social networking site. Adding clients as friends on these sites can compromise your confidentiality. Your coach is on various social networking sites for professional reasons. You are welcome to view your coach's website and social networking business pages. Valuable resources are shared on those pages. If you should chose to comment on a social media post, in order to protect your privacy, your coach will respond to your comment in a manner that doesn't reveal your relationship. However, if this is impossible, your coach will not respond to your comment at all and may choose to delete your comment if your coach feels it compromises your privacy. If you would like to discuss a post, feel free to bring it up during a session. Emails are not encrypted. If you should desire to use an encrypted service, this is something that can be discussed.

Coaching Agreement Contract

Confidentiality: Confidentiality and protection of intellectual property is mutually agreed to be protected by this contract of agreement. Therefore, both parties agree all data, information, and work completed during the course of coaching will remain confidential. No information or materials will be shared with outside sources, on the internet, or other people regarding the work of either party, except with express written permission of both parties. Your identity and the nature of the sessions will be kept private from any third parties unless a written consent is provided. However, your coach may confer with another coach or professional to discuss strategies to help you achieve your goals. If you choose not to provide written consent, your coach may still seek out the advise of another professional without revealing your name or any identifying information. In case your coach has an emergency, your coach has established an emergency plan with other professionals to make sure you are notified and your needs are cared for. In which case, your information may be disclosed to them.

There are three (3) exceptions to confidentiality:

- When disclosure is imminent to prevent self-harm or harm to others.
- When a child, elder, or disabled person is in need of protection.
- When legal demands require confidential material be released.

Modifications and Evaluations:

Either party may modify this contract at any time it becomes apparent modification is needed. The client may terminate coaching at any time. If coaching is discontinued for any reason by the client or the coach, payment made for the current package will be considered payment-in-full for the Life Coaching Agreement. All fees paid in advance and the remainder of the sessions in the current package will be forfeited upon cancellation. If the client misses two scheduled appointments in a row without contacting the coach, the coach will assume the client has chosen to terminate the coaching relationship and no refund will be provided.

The coach agrees to advise and influence ideas and action. However, the client is always the final decision maker in the coaching process. By signing below, I certify that I have read this Life Coaching Agreement & Contact and agree to abide by all above policies and procedures. I also agree to hold Natalee Wright harmless for any adverse situations created as a direct or indirect result of specific coaching, advise, or referrals given. I acknowledge the receipt of a copy of this agreement.

Client's Signature

Printed Name

Date

Coach's Signature

Printed Name

Date



Goals

What goals, aspirations, and intentions do you want to accomplish in the first six months of life coaching?

Business: _____

Personal: _____

What do you want to accomplish, change, or create in the first 30 days of life coaching?

Business: _____

Personal: _____

What I hope to gain from this coaching relationship: _____

Other things I'd like my coach to know about me: _____

First Step: De-Cluttering

We put up with, accept, take on, and are dragged down by people and situations that we may have come to ignore in our lives rather than fix them. Now is the time to identify those things that drain your energy for positive activities. As you think of more items, add them to your list.

You may or may not choose to do anything about them right now but just becoming aware of and articulating them will bring them to the forefront where you'll naturally start eliminating, fixing, or resolving them.

Energy Drainers at Work

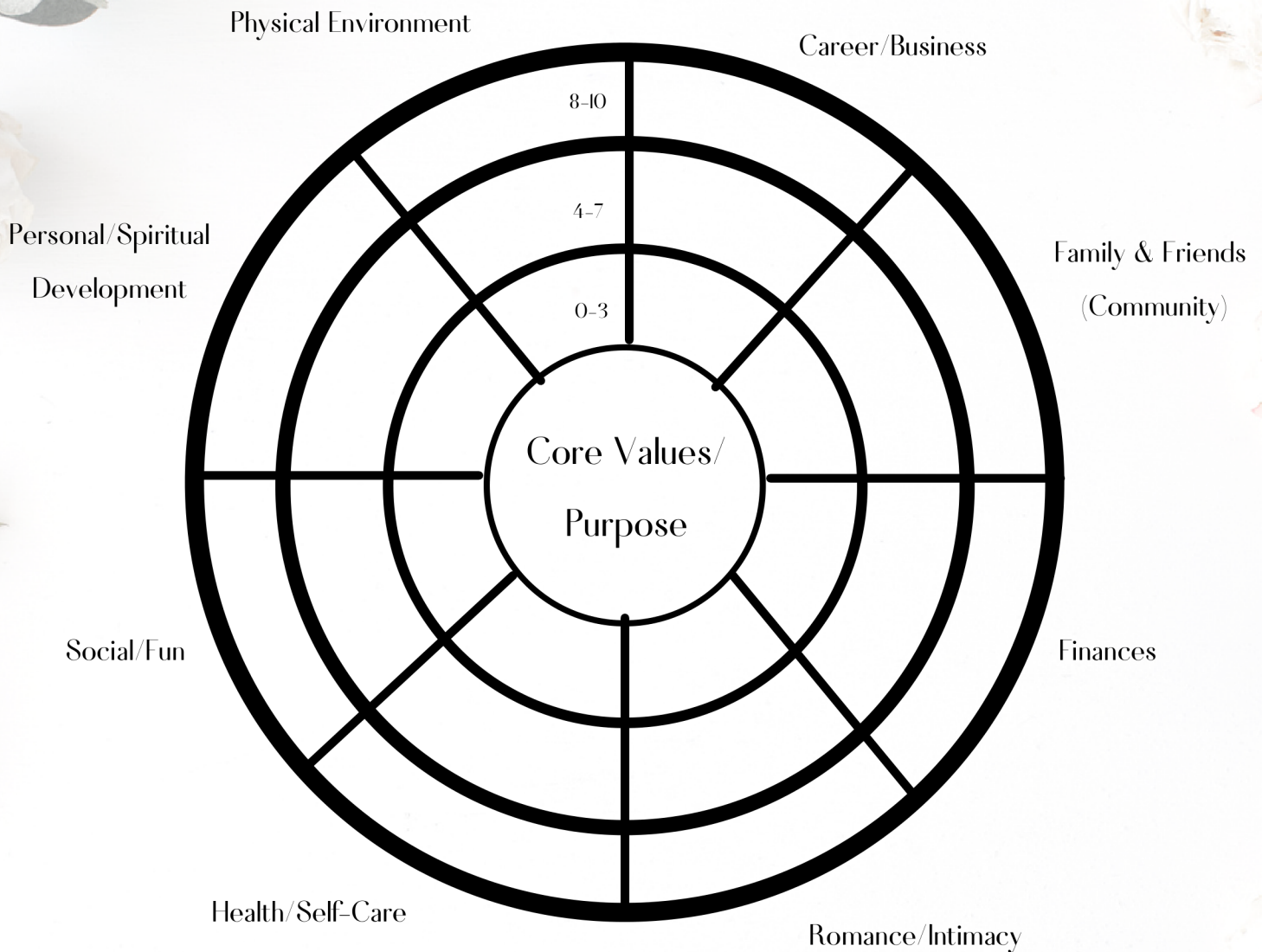
1. _____
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20. _____

Energy Drainers at Home

1. _____
2. _____
3. _____
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11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Coaching Mandala

This hub represents your core values – each area interrelated in an ideal life. Give yourself a score (1-10) and shade or color in the space accordingly. Use this Coaching Mandala as a way to assess the level of satisfaction in each area.



You may score it numerically to measure the improvement desired, or you may use it to have a coaching conversation about gaps between where you are now and where you would like to be.

Notice of Privacy Practices for Coaching Services

I am dedicated to maintaining your confidentiality and the privacy of your health information. This notice pertains to coaching clients engaged in services and describes how personal information about your health or substance use may be used, disclosed, and how you can get access to the information.

Client Records

While conducting business with you, records are created regarding you and the services provided to you. When engaging in coaching services, your record may contain personal information about you and your health. State and federal law protects the confidentiality of this information. "Protected Health Information", or PHI, is information about you, including demographic information, that may identify you and relates to your past, present, or future physical or mental health or condition related to health care services. The violation of Federal laws or regulations is a crime. If you suspect a violation you may file a report to the appropriate authorities in accordance with federal regulations.

How Your Information May be Used and Disclosed:

1) For Services: Use of medical and clinical information about you may be used to provide you with services or referrals. 2) For Payment: Your information may be used and disclosed to bill and collect a payment for the services provided to you. 3) For Health Care Operations: Use and disclosure of PHI for certain purposes in connection with the operation of services. 4) Without Authorization: Applicable law also permits disclosure of information about you without your authorization in a limited number of other situations, such as with a court order. These situations are explained on the following pages. 5) With Authorization: Written authorization must be obtained from you for other uses and disclosures of your PHI.

Other Uses and Disclosures that DO NOT Require Your Authorization:

1) Required by Law: Disclosure of your PHI may be made to the extent that the use or disclosure is required by law, made in compliance with the law, and limited to the relevant requirements of the law. 2) Medical Emergencies: Disclosure or use of your PHI in a medical emergency situation to medical personnel only.

Child Abuse or Neglect: Disclosure of your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect, prenatal exposure to controlled substances, including alcohol. However, the information disclosed is limited to only that information which is necessary to make the initial mandated report. 3) Minors: Disclosure may be made to a parent, guardian, or other person authorized under state law to act on behalf of a minor, those facts about a minor which are relevant to reducing a threat to the life or physical wellbeing of the minor or any other individual, if the minor applicant lacks capacity to make a rational decision and the minor's situation poses a substantial threat to the life or physical wellbeing of the minor or any other individual which may be reduced by communicating relevant facts to such person. 4) Incompetent and Deceased Clients: Disclosure of PHI regarding deceased clients for the purpose of determining the cause of death, in connection with laws requiring the collection of death or other vital statistics, or permitting inquiry into the cause of death.

Research: PHI may be disclosed to researchers if (a) a Institutional Review Board reviews and approves the research and a waiver to the authorization requirement; (b) the researchers establish protocols to ensure the privacy of your PHI; (c) the researchers agree to maintain the security of your PHI in accordance with applicable laws and regulations; (d) the researchers agree not to redisclose your PHI except back to Natalee Wright. 5) Criminal Activity on Premises/Against Personnel: Disclosure may be made of your PHI to law enforcement officials if you have committed a crime during services or against Natalee Wright. 6) Duty to Warn: When it is learned that a client has made a specific threat of serious physical harm to another specific person or the public, and disclosure is otherwise required under statute and/or common law, careful consideration will be given to appropriate options that would permit disclosure.

Notice of Privacy Practices for Coaching Services

Your Rights Regarding your Protected Health Information (PHI)

Your rights with respect to your PHI are explained below. Any requests with respect to these rights must be in writing. A brief explanation of how you can exercise these rights is included.

1) Right of Access to Inspect and Copy: You have the right, which may be restricted in certain circumstances, to inspect and copy PHI that may be used to make decisions about your care. There is a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may inspect and obtain a copy of your PHI that is contained in a designated record set for as long as the record is maintained. A "designated record set" contains medical and billing records and any other records used for making decisions about you. Your request must be in writing. You can be denied access to your PHI in certain circumstances. In some of those cases, you will have a right to appeal the denial of access.

2) Right to Amend: If you feel that the PHI about you is incorrect or incomplete, you may ask for an amendment to the information although agreement to amend isn't required. You may request, in writing, that your PHI be amended that has been included in a designated record set. In certain cases, the request for an amendment may be denied. If your request is denied for amendment, you have the right to file a statement of disagreement. A rebuttal may be prepared to your statement and you will be provided with a copy of it.

3) Right to Accounting of Disclosures: You have the right to request an accounting of the disclosures that is made of your PHI. You may request an accounting of disclosures for a period of up to six (6) years, excluding disclosures made to you, made for treatment purposes, or made as a result of your authorization. A reasonable fee may be charged.

Right to Request Restrictions: You have the right to request a restriction or limitation on the use or of your PHI for services, payment, or health care operations. Agreement is not required for your request, except in certain limited circumstances.

4) Right to Request Confidential Communication: You have the right to request that communication about medical matters be made in a certain way or at a certain location. You have the right to request to receive confidential communications by alternative means or at an alternative location. Reasonable, written requests will be accommodated. This accommodation may be conditioned by asking you for information regarding how payment will be handled or specification of an alternative address or other method of contact.

5) Right to a Copy of this Notice: Upon Request, you have the right to a copy of this notice.

6) You have the right to ask that use or disclosure of any part of your PHI for services, payment, or health care operations not be made to family members involved in your care. Your request for restrictions must be in writing and Natalee Wright is not required to agree to such restrictions, unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment of health care operations, and the PHI pertains to a health care item or services that you paid for out of pocket. In that case, your request will be honored for a restriction. In all other cases, it will be decided whether or not to agree to the restriction.

7) You have the right to file a complaint if you believe your privacy rights as a client have been violated. You may file a complaint in writing to Natalee Wright or to the Department of Health and Human Services. The complaint must be filed within 180 days of when you knew or should have known the act occurred. In addition, if there is a breach of unsecured PHI concerning you, it may be required to notify you of this breach, including what happened and what you can do to protect yourself.

Changes to Privacy Statement

Natalee Wright may revise and/or update the Privacy Policy at any time. Your continued usage of services means that you accept those changes. Therefore you should review the Privacy Policy periodically to familiarize yourself with any changes, modifications, updates and interpretations. The right to change the terms of Notice of Privacy Practices at any time is also reserved. Any new Notice of Privacy Practices will be effective for all PHI that are maintained at that time. Revisions to the Notice of Privacy Practices will be made available by sending you a copy in the mail upon request or providing one to you at your next appointment.

This Notice of Privacy Practices describes use and disclosure of your PHI in accordance with all applicable law. It also describes your rights regarding how you may gain access to and control your PHI. Law requires privacy of PHI to be maintained and to provide you with notice of legal duties and privacy practices with respect to PHI.

If you have questions regarding the Privacy Policies you may contact Natalee Wright at nataleekwright@gmail.com or 260.229.5902.

THESE LEGAL NOTICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

The Effective date of these Privacy Policy and Notice of Privacy Practices is August 8, 2021.

Acknowledgement of Receipt of Privacy Practices

I have received a copy of the Coaching Privacy Policy Practices with an effective date of November 6, 2023. I understand and agree to the conditions of such.

Client's Signature

Printed Name

Date

Credit Card Authorization

By signing this agreement, I am authorizing Natalee Wright to bill my credit card for all professional services rendered to the "Client" that are not paid at the time of service, or for situations which fall under the late cancellation policy listed below. I agree I will not dispute those charges ("charge back"), which may include, but are not limited to:

- If the client does not show for an appointment and has not cancelled or rescheduled within 24 hours notice, the \$150 coaching fee will be charged as outlined in the cancellation policy.
- Telephone contact in excess of that usually associated with services, billed in 15 minute increments (rounded up) and prorated at the regular hourly rate, this will include phone contact in excess of 10 minutes outside of the regularly scheduled appointment time.
- Requests for letters, forms, or other paperwork to be filled out for a 3rd party is billed in 15 minute increments (rounded up) and prorated at the regular hourly rate.
- Returned checks will incur the check amount, a \$25 fee, and any additional bank fees.
- PayPal payments declined due to nonsufficient account funds will incur the payment amount, a \$25 fee, and any additional banking fees.
- Long distance phone charges, travel, food, and lodging expenses if required for progress (and mutually agreed upon by the client and coach).

If I have questions or concerns regarding any part of this fee structure or billing/payment policies, I will discuss these with Natalee Wright as soon as possible. This form will be securely stored in client's confidential file and updated upon request at any time.

Please initial each of the following:

- _____ I agree to pay the current hourly coaching fee plus processing fees for "no show" appointments and cancellations with less than 24 hours notice. If the session was part of a coaching package, I agree that session will be forfeited.
- _____ I understand my credit card will be charged for returned checks in the amount of the check plus a \$25 fee.
- _____ PayPal payments declined due to nonsufficient account funds will incur the payment amount, a \$25 fee, and any additional bank fees.
- _____ I will not dispute charges for sessions I have received, appointments I have missed with less than 24 hours notice, charges due to bounced checks, or additional phone calls.
- _____ I agree to pay for materials needed for our work at which the cost will be discussed in advance.
- _____ I agree to pay for long distance phone, travel, food, and lodging expenses, if required.
- _____ I agree to update all credit card information immediately should it change.
- _____ I will provide a copy of my Driver's License or State ID.
- _____ I understand coaching fees are subject to change, so fees may increase.

Credit Card Type (Check One) Visa ____ Mastercard ____ Discover ____ AmEx ____

Credit Card # _____ Exp Date: _____

Name on Card: _____ CVV: _____

Billing Address: _____

Signature of Card Holder

Printed Name

Date



Session Preparation Form

DATE: _____

To get the most out of your coaching session it is best to spend several minutes preparing for it.
Please email or fax me a copy before your session.

WHAT HAVE I ACCOMPLISHED SINCE OUR LAST SESSION...MY WINS OR VICTORIES: _____

WHAT I DIDN'T GET DONE, BUT WANT TO BE HELD ACCOUNTABLE FOR:

CHALLENGES I AM FACING RIGHT NOW:

WHAT I AM APPRECIATIVE OF OR GRATEFUL FOR/THANKFUL FOR?

HOW DO I WANT TO USE MY COACH TODAY AND WHAT DO I WANT TO GET OUT OF
THIS CALL? _____

WHAT I COMMIT TO DOING BEFORE THE NEXT SESSION:
