

2nd Journey Coaching LLC

ONE-ON-ONE COACHING AGREEMENT

This is an agreement between 2nd Journey Coaching LLC (“Company”, and _____ (“Client”) made on _____ (“Effective Date”).

Client contact information for delivery of coaching sessions:

Telephone number: _____

E-mail address: _____

Street address: _____

As the client, I agree to and understand the following statements:

1. Coaching sessions may occur in person, or by video conference, depending on the venue that works best for the Client and what coaching package is selected.
2. The coach and client agree to adhere to established appointment times.
3. The coach and client agree to begin and finish all appointments on time. If the Client is more than 15 minutes late to an appointment, the coach will assume that the appointment is canceled and the client will be responsible for the full coaching fee. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled and the client shall not be responsible for any payment for that session.
4. The client agrees to cancel or reschedule an appointment at least 24 hours in advance, with out a change fee. Any changes or cancellations within 24 hours are subject to a 5% cancellation fee.
5. Personal coaching is a relationship I have with a personal coach that is designed to help me develop and establish short and long-term goals and develop and implement strategies to achieve those goals that may involve all areas of my life.
6. I am fully responsible for the choices and decisions and may discontinue coaching at any time.
7. Coaching conversations are confidential and my coach will not share our discussion with others without my permission.
8. Payment for each session is due at the beginning of each session.

Signature for agreement:

Client signature

Date