

Client,

This agreement between Laura Solomon, Certified Life Coach and LLifecoach.com and \_\_\_\_\_ will begin on \_\_\_\_\_. The initial sample session is complimentary. After this sample consultation, the total fee is \$ \_\_\_\_\_ (\$ \_\_\_\_\_ for the intake and 1<sup>st</sup> month of coaching).

Your intake is scheduled for: \_\_\_\_\_. Henceforth the fee is \$ \_\_\_\_\_ per month, payable in advance (one month in advance). Please make checks payable to **Laura L. Solomon**.

We will coach 4 times each month for 30 minutes each session. Your first session is scheduled for: \_\_\_\_\_. Please mail me the signed portion of this agreement with your check.

*Please read carefully :*

**Logistics: calls, appointment times, cancellations, rescheduling**

Please call from a private space where you can be free to express yourself and be uninterrupted. Please call me with 24 hours for cancellations. I am happy to reschedule **your appointment if time permits in my schedule**, otherwise missed appointments are lost without compensation. Should you call in late you have the balance of your session available to you. If I need to reschedule our appointments, you will be notified well in advance, unless I have an emergency, should I need to reschedule, however I work to keep our committed time open for you. We have two hours each month together to improve your life, please understand this requires a commitment on both our parts. Unused time for any reason is lost; as I do not forward time to future months or refund payments.

**Fees:**

Your payment must be received in advance of your monthly sessions. If you are not able to do this, I will request a brief hiatus until payment is received.

**Completing our coaching relationship:**

Although, I encourage clients to commit for a minimum of 3 (three) months of coaching because it will take that amount of time to see some results, our contract is a month-to-month relationship that can be cancelled by either party at any time with **thirty days** notice. Completions are a natural part of any relationship. When we complete our coaching we will do so on the last coaching call of the month. If you desire to conclude mid-month you will forfeit your payment for the second hour of coaching that month.

**Services:**

The services to be provided by Laura L. Solomon are coaching or tele-coaching, as designed jointly with you. This means that we co-actively design how the relationship will work. **You are responsible** for telling me how you like to be coached, when something isn't working, and how I can hold you accountable. We will design our coaching relationship during the initial intake session. Coaching touches all areas of a client's life, for example: specific personal projects, life balance, relationships, spirituality, health, education, recreation, personal/business finances, business success or general conditions in your life or profession. As coaching touches on these areas it is

important to understand that coaching is not advice, counseling or therapy and that you may want to seek independent professional guidance prior to making any decisions or taking any action. As coaching is client focused and honors the creativity, resourcefulness and wholeness of each person, you hold the answers and you make the decisions and take the actions that are best for you. Deciding how to incorporate coaching into any area of your life, how to handle any issues that arise, and how you implement the choices you make are solely your responsibility.

If you are in therapy or otherwise under the care of a mental health professional, by signing this agreement you are documenting that you have consulted with that professional about the advisability of working with a coach and that this person is aware of your decision to proceed with coaching.

I promise that all information shared with me during our coaching time will be kept strictly confidential. **Certain topics may be anonymously and hypothetically shared with other coaching professionals, for training or consulting purposes. Your name, domicile, where you work or any other data that could identify you will be kept confidential. Please let me know if this is a problem.**

**Also note that as I go through the International Coach Federation progression of credentialing, that I need to keep a log of coaching hours. The ICF requests the following information: Name, dates coached, # of hours, phone # or email (to contact you to verify that the coaching occurred). By signing this agreement, you are agreeing to that information being shared, and ONLY that information. As noted above all information shared during our sessions is held in confidence.**

Sometimes information, which is shared, may be specific and explicitly personal. Your willingness to be truthful will be treated with ultimate respect; as a special confidence. Please know that there is no legal protection for our conversations and that I would honor a subpoena or other court request for information if required. Additionally, understand that if I feel that you are endangering your life or a life of another I will contact the police or some other appropriate entity.

Throughout our working relationship the conversation will continue to be very direct and personal. You can count on me to be honest, straightforward, ask clarifying questions and make empowering REQUESTS and CHALLENGES. I promise to bring my full self to the calls, including my sense of humor and my sincere care for you as a person who is creative, resourceful and whole.

The purpose of our interaction is to hold your focus on **YOUR** desired outcomes and to coach **YOU** to stay clear, focused, and *in action*. You understand that the power of the coaching relationship can only be granted by you and you agree to do just that-- grant that the coaching relationship be powerful. When you see the coaching is not working as desired, you agree to communicate and take action to return the power to the coaching relationship.

By signing below you agree to keep your agreement, to regard our appointment time frames with respect, to make your payments on time, and to keep the coach informed as to what is needed to keep you moving forward. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions.

Your signature on this agreement indicates full understanding and agreement with information outlined above.

**Client** (signature) \_\_\_\_\_ Date \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_