

Life Guide Coaching Service Agreement

Client's Name: _____ Date of Service: _____

Client's Address: _____

Cell Number: _____ Home Number: _____ Work Number: _____

Email: _____ Other Contact information _____

Do we have your permission to leave a message? If so please place a check mark in front of

Cell Home Work E-mail Other Contact

Driver's License #: _____ State _____

Emergency Contact: _____ Relationship: _____

Phone Number and/or E-mail Address _____

How did you hear about us? _____

Do we have your permission to thank them for the referral if appropriate? Yes No

This agreement sets forth the expectations and standards that both client and coach commit to during the coaching relationship. The expectations and policies are outlined below:

Coaching Relationship- As a client of Life Guide Coaching Services, Shea Alexander, CPC, a Nationally Certified Life and Business Coach, will partner with you in order to improve your personal life and/or business needs. As a life coach, Shea will mentor and support you on a journey of self-discovery, self-exploration, accountability and follow-through in order to help you improve your relationships both personally and professionally and increase your productivity, performance in sports or on the job and your coping and problem-solving skills. As a business coach, Shea, using her extensive experience and training in managing various organizations, will help you to improve employee relations and morale, conflict management, process evaluation and other business management issues as needed.

As your Coach, Shea Alexander's role is to help you explore your needs, set goals and create a plan to reach those goals. She also is there to help you explore and discover the beliefs or issues blocking you from moving forward in achieving your goals. Shea Alexander operates from a coaching model inspired by her training and life experience. As her client, it is your responsibility to follow through with implementing the plan set forth between the two of you.

Confidentiality- All life coaching services are confidential. The exception to this policy is if you provide written permission to release your information, if subpoenaed by a judge or your coach has valid reasons to believe that your life or life of someone connected to you is in danger of serious harm due to threats, abuse

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or neglect (as required by law). Your privacy is important to Shea, so if a chance meeting happens in public, she will not approach or signal knowing you, unless you initiate contact. Also, since you are in a professional relationship, she will not friend you on Facebook or other social media with the exception of sites such as LinkedIn, due to the site's purpose of connecting professionals.

Term of Service- In order to achieve positive results, it is important to allow a period of time that is practical and realistic, considering all that is involved to produce the results you desire. Fees are calculated by rounding to the nearest unit (15-minute increment). The fee for a visit in the office is \$35.00 per unit and \$30.00 per unit for talking over the phone or via webcam. There are no charges for phone calls taking less than 8 minutes. There are no charges for texts and emails as long as they are limited in volume and time that it takes to respond (your coach will inform you if such charges were to occur prior to doing so).

Shea Alexander does not participate in civil disputes unless subpoenaed by the courts, in which case her charges apply, including travel time and time to prepare documents required by the subpoena. Periodically, you and your coach will review and evaluate your progress to determine if the timeline for the services needs to be extended. Either party may terminate the coaching relationship at any time, after agreeing to have one final contact in person, via webcam or over the phone prior ending the relationship, settling any outstanding fees at that time. In the event that you need to discontinue coaching services, Shea Alexander agrees to refund any unused pre-paid fees.

Availability- Shea Alexander is available between the hours of 8 AM and 10 PM on a daily basis, unless in a meeting, on the phone, or at a function where she does not have the privacy needed to discuss your concerns. Shea agrees to respond to your calls, texts and emails in a timely manner and as soon as reasonably possible, unless on vacation or unavailable due to illness, in which case you will be notified about her lack of availability as soon as possible.

This agreement is validated and considered binding by the client and coach's signatures:

Client Signature _____ Date _____

Coach Signature _____ Date _____