

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 by the following media? (Check all that apply.)

Cell Home Work E-mail Other Contact

Driver's License #: _____ State _____

Emergency Contact: _____ Relationship: _____

Phone Number and/or E-mail Address _____

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

Coaching Relationship. Shea Alexander, CPC, Certified Life Coach, will partner with you on a journey of self-discovery, self-exploration, accountability and follow-through. 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 achieving your goals. Shea uses 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 exceptions to this policy are if you provide written permission to release your information, if your coach is subpoenaed by a court of law, or if your coach has valid reason to believe that your life or life of someone connected to you is in danger of serious harm due to threats, abuse or neglect (as required by law). Your privacy is important to your coach, so if a chance meeting happens in public, your coach will not approach or signal knowing you, unless you initiate contact. Also, since you are in a professional relationship, your coach will not friend you on Facebook or other social media, with the exception of sites for connecting professionals such as LinkedIn.

Term of Service. Making changes in our lives takes time, and it is important to allow for a practical and realistic time period during which to achieve the results you expect out of the coaching relationship. Sessions are priced at \$35 per 15 minutes face-to-face and \$30 per 15 minutes by phone, rounded to the nearest 15-minute increment. There is no charge for phone calls taking less than 5 minutes. Texts are no charge as long as they are in limited volume and time. Charges may be paid in advance or in installments as agreed by you and your coach. Shea Alexander does not participate in civil disputes unless subpoenaed by court in which case her charges apply, including travel time and time to prepare documents required by the

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subpoena. Either party may terminate the coaching relationship at any time after agreeing to a meeting before concluding the relationship and settling any outstanding fees. In the event that you need or want to discontinue coaching services, Shea Alexander agrees to refund any unused pre-paid fees. Periodically, you and your coach will review and evaluate your progress to determine if the time and number of sessions need to be extended.

Availability. Your coach will make herself available on a daily basis within reason and by prior planned agreement, between the hours of 8 am to 10 pm, seven days a week, unless in a meeting or attending training or other functions such that her phone is silenced or there may not be the possibility for a private conversation. She agrees to respond to your calls, texts, and emails in a timely manner and as soon as reasonably possible, unless she is on vacation or ill.

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

Client Signature _____ Date _____

Coach Signature _____ Date _____