

## Life Guide Coaching Service Agreement

Client's Name: \_\_\_\_\_ Date of First Visit: \_\_\_\_\_

Client's Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Other Contact number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Does Shea Alexander have your permission to leave a message?  Cell  Email  Other

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Individual/Entity taking financial responsibility for the services provided, if not the client:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email(s): \_\_\_\_\_

Emergency Contact, if different from the above: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

How did you hear about Shea Alexander? \_\_\_\_\_

Does she 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, as 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 meet your business needs. As a life coach, Shea will help you develop more positive coping and problem-solving skills. With her mentorship and support, you can improve your relationships both personally and professionally, and increase your productivity and performance on the job, in school, or in sports. As a business coach, Shea will use her extensive experience and training in managing various organizations to help with 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.

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**Confidentiality:** All life coaching services are confidential. The exceptions to this policy are: 1) if you provide written permission to release your information, 2) if Shea Alexander is subpoenaed by a judge, or 3) if Shea has valid reasons to believe that your life or the 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 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.

**Payment for Services:** 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**). Fees are \$35.00 per unit for in-office visits and \$30.00 per unit for talking over the phone or video. **There will be a charge for cancelations with less the 24 hr. notice, except in case of emergencies.** There is no charge for phone calls taking 10 minutes or less. There is no charge for texts and emails as long as they are limited in volume and time that it takes to respond (Shea 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.**

**Term of Service:** 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, over video, or on 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, during holidays 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 signature(s) below:**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Individual/Entity taking financial responsibility, if not the client:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_