

COACHING AGREEMENT

Please review, adjust as necessary, sign where indicated, and return to the coach. Putting this in writing strengthens one's dedication.

Name:			
Initial term	_____ months, from _____	Through _____	
Fee	\$_____ per hour	\$_____ per month	\$_____ for the project
Payment	Fees to be received in the office by the _____ of the month		
Bonus agreement			
Session day	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		
Session time	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Pacific <input type="checkbox"/> Mountain <input type="checkbox"/> Central <input type="checkbox"/> Eastern		
Duration	_____ minutes		
Call procedure			
Services provided			
Focus of work			
Ground rules	Confidentiality Client calls the coach at scheduled time Client pays coaching fees in advance <input type="checkbox"/> Client <input type="checkbox"/> Coach pays for long distance charges, if any		
Other terms			

Above agreed to on
Client signature
Coach signature

" I am committed to a relationship of complete Confidentiality which honors your growth, creativity and resourcefulness. I am also committed to gaining the highest level of coaching credentialing through the International Coach Federation ("ICF"), the professional association for coaches, and CoachInc.com ("Coach U" and "Corporate Coach U"), my professional coach training organization. For graduation and certification purposes only, I may be required to disclose your name, contact info, coaching hours and the duration of time spent coaching (and not the content/scope of our conversations). This information would be treated in the strictest confidence and no other information about you or our coaching would be revealed. You may be contacted by an ICF or CoachInc.com credentialing assessor to verify that I have coached you."

CLIENT PREPARATION FORM

Please complete this and return to the coach. Be sure to include target dates for reaching each goal or objective. What are we going to work on together?

Personal goals	By
Business/professional objectives	By
Life skills	By
Communication skills	By
Other goals, distinctions, and conditions to have	By

Recap Form

Virginia Rebata

Please send as an email attachment within 24 hours after our coaching session to vrebata@aol.com.

Name

Today's
Session Date

Next Call
Time/Date

My greatest insight/how I evolved during our session:

Commitments I'm making to myself:

Systems, Habits, or Programs I'm working on:

Questions or ideas I'm still thinking about that we didn't discuss:

Hold me accountable on:

Virginia, you committed to:

The thing you said or asked during our session that had the most impact on me was:

What worked well for me:

What I'd like you to do differently/more/less:

Credit Card Authorization

This authorization is valid for use for the following services or products:

Name of coaching program _____

@ \$_____ per month for _____ months

Once at _____ or _____ recurring for _____ months

Visa _____

MasterCard _____

Bankcard _____

Card number: _____

Expiration date: _____

Name as it appears on card: _____

Billing Address: _____

E-mail Address: _____

Signature: _____

Client Profile Sheet

Complete the following data sheet.

Date prepared:
Name:
Company:
Address:
City and state:
Zip/postal code:
Day phone:
Evening phone:
Voice mail:
E-mail address:
Fax number:
Date of birth:
Occupation:
Nature of business/position:
Referred by:
Initial term month(s):
Start date:
Renewal date:
Rate: \$ _____ per _____
Additional time: \$ _____ per _____
Payment due on _____ of month
Call day and time: M T W Th F Sa Su _____ P M C E time for _____ minutes

Call instructions:

Ground rules:

1. Client calls and pays in advance.
2. Coach has permission to be direct, though unconditionally constructive.
3. Complete confidentiality.
4. Coach has client's permission to disclose client's name, date, time of coaching solely for coaching certification purposes.

Other terms:

Above agreed to on:

Client signature:

Coach signature: