



SIGNATURE COACHING LLC

**Client Fact Sheet & Coaching Terms of Agreement**

All personal information is strictly confidential and treated appropriately

Please Complete This Agreement, (Print) Review the Terms, (Sign) and E-mail to service@signaturecoachingllc.com, Thank You!

**Client information:**

Full name \_\_\_\_\_  
Name you like to be called \_\_\_\_\_  
Address \_\_\_\_\_

**Contact Information:**

Home telephone \_\_\_\_\_ Work telephone \_\_\_\_\_  
Cell phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Personal Data:**

Date of Birth \_\_\_\_\_  
Marital status \_\_\_\_\_  
Name of Significant Other \_\_\_\_\_  
Significant Other's date of Birth \_\_\_\_\_  
Names and Ages of Children \_\_\_\_\_  
\_\_\_\_\_

**Employment Information:**

Occupation \_\_\_\_\_  
Employer name and address \_\_\_\_\_

# Coaching Terms & Agreement

## Telephone Coaching Sessions

**Session Day:** Monday Tuesday Wednesday Thursday Friday

**Session Time:** AM PM PT MT CT ET Other \_\_\_\_\_

### Procedures:

Call (877) 302-1780 for our sessions.

If you call in and get my voice mail,

Please leave a message and wait for me to call you back.

### Liability

I do not accept liability for the consequences of your decisions. I work on the basis that you are fully responsible for your own life, career and/or business decisions. I will work with you to identify solutions to your challenges, and if asked I may share ideas based on my training, background and professional experience, however any and all decisions about a course of action is yours.

### Fee

We offer 3 pricing/package/service options.

#### STANDARD

Fees: \$199.00 for 3 sessions per month

Duration of session: approx. 45 minutes per session

#### PREMIUM

Fees: \$299.00 for 5 sessions per month

Duration of session: approx. 45 minutes per session

#### DELUXE

Fees: \$399.00 for 6 sessions per month

Duration of session: approx. 45 minutes per session Plus Limited e-mail support is available (no extra fees)

Duration of session: approx. 45 minutes per session

Method of payment: PayPal Only

**Please Note:** *Fees are subject to change.*

*We do not accept or participate in ANY insurance plans clients are expected to pay by the date of service.*

**Cancellation Policy:** *NO Refunds at any time, If you discontinue coaching for any reason, the client agreement will terminate. If you decide to return at a later time, a new client agreement will be required and the standard coaching rate in effect at that time will be applicable.*

- I understand that coaching does not provide treatment, therapy, or diagnosis and I agree to see my physician, therapist or qualified helping professional for such needs.
- I am the expert in my own life. I acknowledge full responsibility for my choices and actions.
- I agree to wholeheartedly participate with my coach to make my coaching experience positive and useful.
- I agree to meet all financial responsibilities promptly unless other arrangements have been made.
- I understand that a charge will be made for all time reserved unless cancelled 24 hours in advance.

Signature \_\_\_\_\_ Date \_\_\_\_\_