

# CLIENT COACHING CONTRACT

## **Business Coaching with Jonathan Reynolds**

I, \_\_\_\_\_ (Print Name), agree to the terms listed below and willfully enter into a client-coach relationship with Jonathan Reynolds.

I understand that the services to be delivered will include: 1) weekly 50-minute coaching sessions to take place via phone (four sessions total/mth; SKYPE sessions offered outside of United States); 2) email and text communications between our sessions as needed; 3) brief calls (under 10 minutes) as needed and in response to time-sensitive matters requiring timely response.

A fee will be charged for these services. I agree to a fee of \_\_\_\_\_ per 12-month period (\_\_\_\_\_ per month; 3mth minimum). In addition to the base fee, I understand that a 5% processing and administration fee is added to all transactions. I also understand that in paying this fee I commit to our coaching work for the entirety of the time period for which payment has been made. However, there is also a Risk-Free Guarantee that states that I will not pay anything until the end of our first month working together, at which time I can choose to terminate our work for any reason. Should I wish to continue with our work after the initial 3-month commitment, I can purchase ongoing sessions in multiples of three-month bunches, if both parties wish to continue.

As agreed upon, our client-coach relationship will begin:

\_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

A 24-hour notice is required to cancel a session in order for it to be eligible for rescheduling (time and schedule permitting). I agree that missed sessions or late cancellations are counted as used sessions and will not be eligible for rescheduling. In the event that the Client is more than 10 minutes late for a coaching call/session, the Coach will assume the session is cancelled and the client will forfeit the session. **Unless otherwise agreed upon, Client will call the Coach at their scheduled meeting time.**

I agree to make payments for my sessions **no later than the 25<sup>th</sup> day of the month preceding the month in which the sessions will begin** (i.e. if sessions will begin in October, payment is due no later than September 25<sup>th</sup>). Late payments will incur a \$100 late fee, regardless of the reason or length of time that has elapsed causing the payment to be late.

All sales are final, and no refunds will be given for any services not used, regardless of whether it be a portion or the entirety of services purchased. In the event that services cannot be completed by Coach for some unforeseeable reason, the cost of those services will be prorated and returned to Client in a timely fashion.

By signing below, I state that I understand and agree to all of the terms and conditions of this coaching contract.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Jonathan Reynolds