

Client Agreement and Terms of Service Template

[Your Coaching Business Name]

[Your Address]

[City, State, ZIP]

[Phone Number]

[Email Address]

[Website]

Client Agreement and Terms of Service

This Client Agreement (the "Agreement") is made effective as of [Date], between [Your Coaching Business Name] (referred to as "Coach") and [Client's Full Name] (referred to as "Client").

1. Coaching Services:

- a. Coach agrees to provide coaching services to the Client, which may include, but are not limited to, individual coaching sessions, goal setting, accountability, and support.
- b. The Coach and Client will work together to define the coaching goals, desired outcomes, and strategies for achieving them.

2. Duration and Frequency:

- a. The coaching engagement will begin on [Start Date] and will continue for a period of [Number of Sessions or Duration].
- b. Coaching sessions will be conducted [in person/online/over the phone] and will last approximately [Duration of Each Session].
- c. The frequency of coaching sessions will be mutually agreed upon by the Coach and Client.

3. Confidentiality:

- a. The Coach agrees to keep all information shared by the Client confidential, except where disclosure is required by law or when the Coach believes there is a risk of harm to the Client or others.
- b. The Client acknowledges that coaching sessions are confidential, and they will also maintain the confidentiality of any information shared by the Coach or other clients in group coaching settings.

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4. Payment and Billing:

- a. The Client agrees to pay the agreed-upon coaching fees as outlined in the separate fee schedule provided by the Coach.
- b. Payment is due [before/after] each coaching session, and the preferred payment method will be agreed upon between the Coach and Client.
- c. In the event of missed or rescheduled sessions, the Client is responsible for payment unless cancellation is made [Number of Hours/Days] prior to the scheduled session.

5. Session Cancellations:

- a. The Client acknowledges that a 24-hour notice is required for any session cancellation or rescheduling.
- b. In the event of a late cancellation or missed session without proper notice, the Coach reserves the right to charge the full coaching fee for that session.

6. Code of Conduct:

- a. The Coach and Client agree to treat each other with respect and professionalism throughout the coaching relationship.
- b. Both parties agree to communicate openly and honestly and to address any concerns or issues that may arise during the coaching engagement.

7. Termination:

- a. Either party may terminate this Agreement at any time, with written notice provided to the other party.
- b. In the event of termination, the Client will remain responsible for any outstanding fees owed for services rendered up to the termination date.

8. Limitations:

- a. The Coach is not a licensed therapist or mental health professional and does not provide therapy or counseling services.
- b. The Client acknowledges that coaching is not a substitute for professional advice and that any decisions made based on coaching sessions are the sole responsibility of the Client.

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9. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of [Your State].

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms and conditions outlined in this Client Agreement and Terms of Service.

COACH:

[Your Name and Title]

[Date]

CLIENT:

[Client's Full Name]

[Date]

Please note that this template is provided for informational purposes only and should be reviewed by a legal professional to ensure compliance with local laws and regulations.