



CLIENT CONTRACT

CLIENT NAME: _____

CLIENT ADDRESS: _____

COACHING PROGRAM: _____

START DATE: _____ END DATE: _____

PROGRAM FEE: _____ DEPOSIT PAID: _____

COACHING AGREEMENT

This agreement is made between Sheena Catledge ("Coach") and _____ ("Client") on this ___ day of ____, 20___. Both parties agree to the following:

Coaching is a collaborative process with an ongoing relationship between the Client and Coach. The coaching experience supports the Client in establishing new behaviors. The coaching relationship is strengths-based, forward-looking, and collaborative. The coaching agenda is developed and implemented in partnership between the Client and Coach. The role of the Coach is to help the Client progress toward achieving a goal or goals.

- The Client and Coach agree to engage fully in the coaching experience.
- The Client recognizes that coaching is not therapy, counseling, or consulting.



COACHING COMMITMENT

By entering into this relationship, the Client and Coach acknowledge that the Client desires to make a behavioral change or some type of improvement in his or her life. Behavioral change often takes time to implement and sustain. The pace of change is uncertain and varies amongst individuals. As such, the Client and Coach agree to a minimum of a 1-month relationship.

CONFIDENTIALITY

The Coach agrees to keep all conversations and information with the Client private and confidential, as allowable by law. No personal information will be shared with anyone without the Client's express permission. Exceptions may be made if there is an imminent threat of serious injury to oneself or someone else.

From time to time, the Coach may share the nature of the coaching session, without any Client identifying details, with either another coaching professional or mentor for the purpose of the Coach seeking guidance or with students and readers for educational purposes.

COACHING SESSION PROCEDURES

Coaching sessions may occur in person, by phone, through video conference, or over email, depending on the venue that works best for the Client and what coaching package is selected.

- The Coach and Client agree to adhere to established appointment times.
- The Coach and Client agree to begin and finish all appointments on time. If the Client is more than 15 minutes late to an appointment, the Coach will assume that the appointment is canceled and the Client will be responsible for the full coaching fee. If the Coach is more than 15 minutes late to an appointment, the Client may assume that the session is canceled and the Client shall not be responsible for any payment for that session.



CANCELLATION POLICY

The Client agrees to cancel or reschedule an appointment at least 24 hours in advance, without a change fee. Any changes or cancellations within 24 hours are subject to a 50% cancellation fee.

There is some flexibility in this policy for emergency situations, but remember, a scheduled appointment is time reserved especially for you. Usually if you cancel at the last minute, the reserved spot can not be easily rescheduled.

COACHING FEES

Each program package offers specific fees. For each program, the Coach requests either a 30-day or a 90-day commitment, unless Client has enrolled in a refresher course.

- For 90-day programs, no refunds will be given after 30 days from the original date of purchase. For 30-day programs, no refunds will be given after 10 days from the original date of purchase.
- All refunds are discretionary as determined by Elite Care Wellness Coaching, LLC. If you download all the materials, take advantage of the special/discounts, and then ask for a refund, we reserve the right to deny your request. Stealing our material is NOT covered under this policy.
- Fees are payable at the first of the month, and prior to the initial coaching services of the beginning of the chosen program.
- Payments may be made by cash, check, credit card, or electronic funds transfer (EFT).



TERMINATION OF AGREEMENT

Either party may terminate this Agreement at any time upon 30 days' written notice in a 90-day program and 10 day written notice in a 30-day program. The Coach has the right to terminate the coaching relationship at her discretion at any time and for any reason. If this occurs, the Coach will refund the Client any pre-payment of coaching sessions that did not occur.

LIMITED LIABILITY

The Coach makes no guarantees, representations, or warranties of any kind or nature, expressed or implied with respect to the coaching services negotiated, agreed upon and rendered. In no event shall the Coach be liable to the Client for any indirect, consequential, or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this Agreement, and the Client's exclusive remedy, shall be limited to the amount actually paid by the Client to the Coach under this Agreement for all coaching services rendered through and including the termination date. The Client agrees that the Coach is not liable or responsible for any actions or inactions, or for any direct or indirect result of any services provided by the Coach.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows

COACH

NAME: _____

SIGNATURE: _____

DATE: _____

CLIENT

NAME: _____

SIGNATURE: _____

DATE: _____