COACHING AGREEMENT

# This is the contract that is drawn up between you (the coach) and your client.

A client needs to sign to verify agreement with what you agree to provide to them according to your service as well as what they agree to do as a client. Also, the basic payment for services information is also included. The client keeps a copy of the form for their files and mails a signed copy back to you.

The elements of a complete Coaching Agreement will include but are not limited to:

Your pledge as a coach

Payment agreement (including cancellation policy details)

Schedule of sessions/Missed appointment policy

How coaching sessions will be conducted

Termination policy

Confidentiality agreement

# Sample Coaching Agreement

The form can be changed as needed to suit your unique needs.

**www.EvaGregory.com**

Company Address

Date

Client Name

Client Address

Dear *Client,*

Welcome to [INSERT COMPANY NAME HERE]. I am pleased to and excited to see that you have decided to take advantage of my services. Enclosed you will find the Welcome Package that was mentioned when you signed up on our site. It includes:

This Welcome letter

A Business Goals worksheet – Complete the Goals column before our first session. Mail a copy to me along with your Coaching Agreement.

Your Payment Arrangement Form

Receipt for first month of coaching

(2) Copies of your Coaching Agreement – Please sign both. Keep one for your records and return the other to me before our first session.

A copy of my Coaching Success Guidelines

Please fill out the Business Goals worksheet before our first session so we can get started promptly.

If you have any questions in advance of the first session, do not hesitate to call or email me. I look forward to meeting with you on [INSERT DATE/TIME OF FIRST SESSION].

Your Signature

Your Name (printed)

**Company Name**

[Website address](mailto:you@coachingwebsite.com)

Your Telephone Number