



Milestone Life Coaching and Consultancy

Business Coaching Contract

Terms and Conditions of Service

The client/coachee:

Please review this form, then complete, sign, and return it to me during/before your first/next coaching session.

Name: “Client/Coachee”

Business Name:

Legal Entity:

age (I am over 18).....

Address.....

State.....Country.....Post code.....

Phone (inc area code)..... Mobile.....

e-mail.....

Number of Sessions Booked..... Number of hours agreed.....

Rate per session (AUD) : Hourly Rate (AUD).....

This agreement, between **Tim McNevin** (herein named as COACH) and the above named CLIENT, will begin on **START DATE** and will continue for a minimum of three months. The fee for our initial 90-minute meeting is **INTAKE SESSION FEE**. The fee for each month of coaching is **MONTHLY COACHING FEE**, payable in advance on a monthly basis. The monthly fee covers two hours of scheduled coaching sessions each month, plus unlimited brief check-ins as needed. The fee will be refundable on a prorated basis in the event of illness or other serious emergency.

Upon completion of the initial three months, our agreement will convert to a month-to-month basis. The CLIENT and COACH agree to provide one another with two weeks notice in the event it is desired to cancel further service.

The service provided to the CLIENT by the COACH is business coaching, as designed jointly with the CLIENT. Coaching, which is not directive advice, counseling, or therapy, may address overall goals, specific projects, or general conditions in the CLIENT's life or profession. Coaching services may include setting priorities, establishing goals, identifying resources, brainstorming, creating action plans, asking clarifying questions, and providing models, examples, and in-the-moment skills training.

The power of the coaching relationship can only be granted by you, the CLIENT, and you commit to making the relationship powerful. If you see that the coaching is not working as you desire, communicate and take action to return the power to the relationship.

Throughout our coaching relationship, the COACH will engage in direct and personal conversations with the CLIENT, which will include asking explicit questions and making requests. The purpose of these interactions is to remind the CLIENT of his/her own intentions, and coach him/her to realize them. In order for our coaching relationship to achieve the maximum result, the COACH asks that the CLIENT agree to the following:

1. Please be on time to all appointments. If you will be late, notify the COACH in advance. If you will miss an appointment, notify the COACH at least [24] [48] hours in advance.
2. Be honest and participate fully. Recognize that our sessions are a safe place to look at what you really want, and what it will take to make it happen.
5. Make a commitment to the action plans you create, and do what you have agreed to do. I agree to follow up and perform any assignments or actions set for me.
3. I understand that each coaching session will be between 60 and 90 minutes duration.
6. I agree that any extra time that goes beyond the session will be charged by half hourly blocks at the pro-rata hourly rate by mutual agreement in advance.
7. I, the client, agree to pay for any additional costs for activity outside of the coaching sessions – details to be by mutual agreement in advance.
8. I will pay all coaching fees in advance. I will give [24] [48] hours notice if I need to cancel or change the time of an appointment. Failure to do so will incur a fee of [\$xxx.xx] (one half of the per session fee). Appointments missed without 24 hours notice will only be rescheduled at the COACH's discretion
9. I understand that all coaching sessions will be conducted by Mr Tim McNevin and no substitutes will be provided.
10. I understand that the timing of all coaching sessions will be negotiated with me in advance. Where such sessions need to be changed by the coach I will be notified as far in advance as possible and alternative arrangements will be made. Where this is not possible I will be refunded any funds paid by me for sessions not yet conducted.
11. I understand that the coaching that is being provided does not substitute for counseling, psychotherapy or any mental health services. I am/am not (delete as

- applicable) under the care of a mental health professional. If I am under the care of a mental health professional I have discussed my entering into this Coaching with my mental health professional and we have agreed it would be suitable.
12. If requested, I will provide a letter of agreement from my mental health care professional.
 13. As a client, I understand and agree that I am fully responsible for my well-being during, and arising from, my coaching sessions, including my choices and decisions.
 14. I understand that Coaching is a relationship and consultancy I have with my coach that is designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out strategies and plans for achieving those goals. The focus of coaching is development and implementation of strategies to reach client-identified goals of enhanced performance and personal satisfaction. Coaching may address specific personal projects, life balance, job performance and satisfaction, or general conditions in the client's life, business, or profession. Coaching utilizes personal strategic planning, values clarification, brainstorming, motivational and other similar techniques.
 15. I understand that Coaching is a comprehensive process that may involve all areas of my life, work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues and implement my choices is exclusively my responsibility.
 16. I understand that all information I disclose is to be treated with confidentiality and will not be disclosed to any persons under any circumstances except in the instances where:
 - a. a referral is to be made (the coach will seek my permission to speak to this referral source)
 - b. the coach is ordered by a court or Government Agency to disclose information (I will be informed in any instance where this occurs)
 - c. the coach determines that there is a clear and imminent danger to me (the client/coachee) or others.
 - ii. I also understand that three years after my consultancy has ended, the Coach will destroy my records and release them to no other persons.
 - iii. I further acknowledge the difficulty in ensuring the confidentiality of information exchanged electronically (including email).
 17. I understand that Coaching is not to be used in lieu of professional advice. I will seek professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my responsibility.
 18. I understand if I cease/change Coaching once it has commenced, no refund will be due.

The CLIENT's signature on this agreement indicates compliance with the above requests, and understanding of the services to be provided.

Client

Signature.....Date.....

The Coach

I, Tim McNevin “Coach” agree to provide the coaching services to the client identified above “client/coachee”. The services to be provided by me are coaching, and/or tele-coaching, (may also include other forms of communication for example email) as designed jointly with the “client/coachee”.

These services will take approximately weeks or sessions.

I will discuss any additional sessions with the “client/coachee” and seek his/her agreement to these in advance.

At all times, I (the coach) will uphold the confidentiality of the client/Coachee. All information discussed with the Coach will be kept confidential, other than in the following circumstances:

- (a) a referral is to be made (the coach will seek the coachee’s permission to speak to this referral source)
- (b) the coach is ordered by a court or Government Agency to disclose information (the coachee will be informed in any instance where this occurs)
- (c) the coach determines that there is a clear and imminent danger to the coachee or others.

I have read through and understood the terms of this contract and agree to abide by them for the purposes of this Coaching agreement.

Client/Coachee

Coach

Signature:

Signature:

Date:

Date:

Payment to be made via bank deposit or cheque:

Bank Deposit

Bank:

BSB:

Account#:

Account Name:

Please include your surname in the details.

Please make cheques payable to: