

RELATIONSHIP COACHING AGREEMENT

In Touch Coaching LLC

This relationship coaching agreement is between _____ Dana Houk _____ (“Relationship Coach”), and _____ (“Client(s)”). The relationship coaching sessions will begin on _____. All parties agree to the following:

Relationship Coaching:

Relationship coaching is an ongoing relationship and structure that facilitates the process of personal, professional and/or spiritual development between a Relationship Coach and a Client(s). Relationship coaching is not consulting, therapy or counseling. Relationship coaching takes the best of ***all*** of those approaches to provide a new type of assistance. Specifically, relationship coaching involves addressing past issues briefly, creating a plan and then moving forward with the client’s present and/or future goals. Therapy strictly involves counseling on past issues. Consulting involves advising clients on what to do. Note: Relationship coaching is *not* a substitute for any mental health service. Only a qualified doctor or psychotherapist is legally allowed to diagnose a patient. Therefore, relationship coaching is for individuals who are emotionally and psychologically healthy and who want to make changes and move forward in their lives.

Relationship coaching may address personal issues such as communication, trust, infidelity, parenting styles, blended families, intimacy, divorce, family, and/or professional relationships, etc. By entering this agreement, the Relationship Coach and Client(s) acknowledge that the Client(s) wants to make significant progress and change in his/her life. The Relationship Coach works with a wide range of clients and offers a highly personalized approach tailored to each individual or couple.

In a supportive atmosphere, the Relationship Coach helps the Client(s) attain the personal growth they're striving for in their relationships. Because progress and change happen at rates that are unique to each individual or couple, it is highly recommended that the Client(s) commit to working with the Relationship Coach for at least three sessions. This allows the coaching relationship the necessary time to develop and overcome obstacles that are getting in the way. Thus, opportunity for success dramatically increases during this process.

Coaching Session Procedures:

All coaching sessions are approximately 60 minutes long and are conducted in person (if local), by telephone, or via Skype. At the scheduled appointment time, the Client(s) agrees to show up on time or **call the Relationship Coach** at an agreed upon number. If the Client(s) is more than **10 minutes late** for a coaching session and does not call, the Relationship Coach will assume the session is cancelled and the Client(s) will forfeit the session (unless there is proof of an emergency). All scheduled sessions must start and end as scheduled, so that it does not affect other clients. Arriving late ***will reduce*** your session time. Sessions that go over the scheduled amount of time may be billed separately if it is over **10 minutes**.

Rescheduling Sessions:

Rescheduling a coaching session is easily done with appropriate notice. Please reschedule 24 hours in advance if you cannot make your appointment time to avoid late fees or lost sessions. **Note:** There is a \$50 no-show fee or cancellation fee for sessions that are not cancelled within 24 hours. No-shows and cancellations prevent other clients the opportunity to have consultations and/or sessions on those days and times. It also causes the Relationship Coach to block out twice the amount of time on their schedule. Therefore, if the Client(s) cancels in less than 24 hours they will need to pay a \$50 fee before they can schedule their next session. If the Client(s) are a no-show they will forfeit one of their sessions. Lastly, if the Client(s) cancels twice in less than 24 hours or have failed to show up twice for two of their sessions the Relationship Coach will cancel the coaching agreement. No refunds will be given if the coaching agreement is cancelled at any time.

Additional Support:

The Client(s) may e-mail OR call the Relationship Coach once in between each session. Emails should not take the relationship coach longer than 5 minutes to answer questions. Calls are based on availability and the parties agree to keep the calls to 5 minutes or less. Additional fees may be applied if amount is exceeded or becomes more frequent than allotted.

Cancellation Policy:

The Client(s) may cancel this agreement in writing at any time. The Relationship Coach may also cancel this agreement if the Client(s) overstep boundaries, displays inappropriate behavior, makes derogatory remarks, threatens the Relationship Coach and/or continues to cancel sessions in less than 24 hour or are no-shows for scheduled sessions. There are no refunds if either the Client(s) or the Relationship Coach cancels this agreement.

Confidentiality:

The coaching relationship is built on trust and honesty. The Relationship Coach agrees to keep all conversations and information with the Client(s) private and strictly confidential unless it is unlawful. No personal ideas, information or thoughts expressed will be shared with anyone except with the permission of the Client(s).

Terms of Service:

Client(s) please initial by each statement below.

_____ I understand and accept that relationship coaching is a process of personal growth.

_____ I understand and accept that my full and honest participation is required.

_____ I am healthy and responsible enough to engage in relationship coaching.

_____ I understand and accept that relationship coaching does not substitute for counseling, Psychotherapy and/or any mental health service.

_____ I understand and accept that any results or outcomes cannot be guaranteed.

Package/Individual Fees:

Packages and prices may vary and are subject to change at any time. The fee for _____ (insert amount of sessions) sessions is \$_____. **Packages must be paid in full before the first session begins.** Upon completion of the package/session you may elect to continue individual sessions, sign up for another package, or consider the yearly package for maintenance. Payments can be made via PayPal, credit card(s) or cash. See Make A Payment under the Services tab on intouchcoachingllc.com.

Credit Card Payment Information (if preferred over Paypal):

Cardholder Name: _____

Card Number: _____ Exp Date (MM/YY) ____/____

Security Number (3 numbers on back of card): _____

Billing Zip Code: _____

Our signatures on this agreement indicate a full understanding of the agreement with the information outlined above. If you do not agree to the terms and conditions, please do not sign it. This agreement becomes null and void if it is not signed by all parties within 48 hours of the scheduled appointment date and time, which also voids any special pricing, offers, discounts and/or coupons if applicable.

_____ Client Name (please print)	_____ Signature	_____ Date
_____ Client Name (please print)	_____ Signature	_____ Date
_____ Dana Houk Dana Houk, MS, CPLC	_____ Signature	_____ Date