Client Agreement/Contract Form

This Coaching Agreement is entered into on this day of , between:

Coach: Sheepdog Leadership Wellness and Coaching, LLC (Referred to as "Coach" or "SLWC")

SLWC Phone: 616-254-7044

SLWC Email: sheepdogleadershipinfo@gmail.com

Client Name (Referred to as "Client"):

Client Address:

Client Phone:

Client Email:

1. Coaching Relationship & Disclaimer

- **Nature of Coaching:** The Coach and Client agree to establish a professional coaching relationship. Coaching is a partnership focused on the Client's personal growth, goal setting, and achievement. Coaching is not therapy, counseling, or professional advice (e.g., financial, medical, legal, or therapeutic). The Coach will not offer advice that is better handled by a licensed professional.
- **Client Responsibility:** The Client understands that coaching results are based on the Client's actions, commitment, and follow-through. The Client is solely responsible for creating and implementing their own decisions, choices, and actions.
- **Coaching/Client Relationship:** The client understands that coach is a relationship they have with their coach that is designed to facilitate the creation/development of personal, professional, and/or business goals and to develop and carry out a strategy/plan for achieving those goals. The client understands that coaching is a process that may involve all areas of their life, including work, finances, health, relationships, education, and recreation. The client acknowledges that deciding how to handle these issues and implement choices is exclusively the Client's responsibility.
- **Coaching Focus:** Could include, but not limited to the following: life skills, communication skills, life and business goals, financial management, life purpose work, transitions, limiting belief systems, and relationship skills and coach mentoring.
- **Disclaimer:** SLWC makes no guarantee or warranty that coaching will achieve the Client's goals, and the Client agrees to hold the Coach harmless from any liability for any action or inaction taken because of the coaching relationship. The Client understands and agrees that they are fully responsible for their wellbeing during the coaching calls, including their choices and decisions.

2. Confidentiality

- **Policy:** The Coach agrees to maintain strict confidentiality regarding all information shared by the Client. All conversations, projects, or documents shared between coach and client are strictly confidential and will not be shared with any third party without the consent of the client.
- **Exceptions to Confidentiality:** Confidentiality does not apply to information that:
    - Is already in the public domain.
    - The Coach is required by law to disclose, such as credible threats of self-harm, harm to others, or illegal acts.
    - Is shared with a third party who is also bound by confidentiality (e.g., a supervisor or mentor coach).

- The Client gives written permission to be released.

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3. Program and Fees (All Sessions are 45 minutes):

Package	Frequency/Duration	Total Monthly Investment
A	**1 Zoom session per month**	**$50.00**
B	**2 Zoom sessions per month**	**$90.00 ($45 per session)**
C	**3 Zoom sessions per month**	**$120.00 ($40 per session)**
D	**4 Zoom sessions per month**	**$140.00 ($35 per session)**
E	**Individual Coaching Sessions**	**$55.00**

*** Additional discounts are available for longer-term commitments.**

- **Term:** This agreement is effective for a period of **[ ]** months/sessions, commencing on **[ ]**.
- **Fees and Payment:** The Client agrees to pay the total investment of **$** . Payment is due by the first of each month.
- **Payment Method:** Payments will be made via Credit Card, Debit Card, Bank Transfer, PayPal, or Venmo. The Client authorizes the Coach to charge the agreed-upon fees according to the payment schedule.

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4. Scheduling and Cancellation

- **Scheduling:** Sessions will be scheduled by mutual agreement between the Coach and the Client.
- **Cancellation/Rescheduling by Client:** The Client must provide the Coach with at least 24 hours' notice to cancel or reschedule a session.
  - Sessions canceled with less than the required notice will be non-refundable.
  - Sessions missed without any notification ("no-show") will be forfeited and charged in full.

- **Cancellation by Coach:** The Coach will give the Client as much advance notice as possible if a session must be canceled and will reschedule the session promptly.
- **Punctuality:** If the Client is late for a session, the Coach will wait for the scheduled time, but the session will still end at the originally scheduled time.

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5. Termination

- **Mutual Termination:** This Agreement may be terminated by mutual written agreement of both parties.
- **Unilateral Termination:** Either the Coach or the Client may terminate this Agreement at any time for any reason by providing **3 days** written notice to the other party.
- **Refund Policy Upon Termination:**
    - If the Client terminates the Agreement, the Client will be responsible for the cost of all completed sessions and any applicable early termination fees. Payment for the current month shall be considered payment-in-full for the coaching agreement unless there is an unpaid balance. In the event of fees owed at the time of cancellation, full payment is due and payable.
    - The Coach will refund any unused portion of prepaid fees, calculated at the agreed-upon session rate, within 30 days of termination.

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6. Mutual Understanding and Agreement

By signing below, the Coach and Client acknowledge that they have read, understand, and agree to the terms and conditions of this Coaching Agreement.

Client Signature	**Coach Signature**
_____	_____
Client Printed Name	**Coach Printed Name**
_____	_____
Date	**Date**
_____	_____