



# Jan Scott

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## Letter of agreement

Client:

This agreement, between Jan Scott (the coach) and ... (the client) will begin on Wednesday 5<sup>th</sup> January 2005 and will continue for a minimum of twelve 45-minute sessions. The following should be read thoroughly, along with the enclosed 'Commitment Exchange'.

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The service I provide is coaching and is designed jointly with you, the client.

**Fees:** the fee for each 4 sessions is £xxx to be paid in advance. I retain the right to postpone or suspend coaching until the payment is cleared.

### Practicalities:

- Please call 01422 842543 at the agreed times
- The telephone sessions will each last for 45 minutes.
- I will usually respond to emails within 24 hours Mon-Fri. I will advise you of holiday periods and days when a response may be delayed. (I usually respond very quickly.)
- If you are late it may be necessary to truncate the session and complete at the agreed time, as another client may be calling; missed sessions will normally be charged at the full rate.
- Please advise me as soon as you know you have to cancel. I will always do my very best to reschedule, however if notice is less than 48 hours I retain the right to charge the full fee for the session.

**Trust and confidentiality:** I appreciate that you will be sharing your thoughts, beliefs, fears and ideas and promise that all information provided will be regarded as confidential. I undertake not to, at any time, either directly or indirectly, use or disclose any information you share with me during the sessions.

**References and testimonials:** Many of my clients come to me as a result of referrals. If it feels appropriate please do recommend my services to friends and clients. I may also ask for a short written testimonial.

I trust that as a client you will fully engage with the coaching process and be as truthful as possible.

Our signatures on this agreement indicate full understanding of and agreement with the information outlined above

Client

Coach

Date

Date

Please sign both copies of this letter and return one to me with your first cheque. Thank you.

[jan@janscott.co.uk](mailto:jan@janscott.co.uk) 01422 842543 [www.janscott.co.uk](http://www.janscott.co.uk)

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