

NEXT Level Business Coaching

COACHING SERVICES AGREEMENT

Name _____ Date _____

Title _____

Company Name _____

Address _____

Mailing Address _____

EMAIL Address _____

Phone _____ Cell _____

Account number(s) _____

The following are some areas where we want a mutual understanding up front, so that there aren't any misunderstandings during the course of our relationship. Should any element of our agreement be unclear now or in the future please feel free to ask for clarification.

What Your Coach Provides for You

Your Coach not only brings his own lifetime of experiences to the relationship, but has also been thoroughly trained on the fundamentals of personal effectiveness and business effectiveness. In addition, Your Coach is a member of the Professional Business Coaches Alliance of over 150 other PBCA coaches across America all of whom create and share experiences and resources. Therefore, you will be provided the most current and relevant information available to help you take you business where you want it to be!

You have the opportunity to be coached in many areas, including: leadership, marketing, sales, human resources, systematizing your business, financial management, customer service... among other things! The direction of your coaching program is up to you. You are the decision maker at all times. It is your responsibility to set goals, share those goals with your coach (and other advisors) and make your best effort to move forward each week toward making those goals a reality.

Your Personalized Coaching Program;

Every check you sign pays for the value you receive – not the number of session we conduct, the number of hours, calls, or emails we exchange. Please use your coach as a resource. Ask for what you need at all times. SET GOALS – ACHIEVE GOALS.

Coaching is all about – an extended, solid relationship. Therefore, being present and prepared for your coaching sessions is pivotal to your success. If you are not quite as prepared as you would like for a particular coaching session – COME ANYWAY! If in a rare case, you cannot make a meeting, it is your obligation to connect by phone or email and maintain continuity. The scheduled frequency of your meetings with your coach will be:

- Weekly
- Every other week
- Three times per month
- Once per month
- Other _____

Managers/key staff also covered by this agreement include:

Name	Position	Coaching Schedule	Notes

Coaching Fees

The cost of Your Coaching Program for three months (plus the prorated portion of the current month) is \$ _____. Your prorated fee payable today is \$ _____. This fee will cover your coaching services up to the end of the month at which time you will be responsible for your monthly payment. Your fee of \$ _____ will be charged to your credit card on the first of each month.

(Please note you paying for coaching in advance - _____ initial here)

Your card will be charged today, then first of the month for three months. Since most coaching engagements last longer than three months (should you choose to continue) we will charge your card for each month you remain a client of NEXT Level Business Coaching.

SUMMARY

Today’s charge (prorated to the end of the current month) \$ _____

Months number one, two and three’s charge will be \$ _____

Your total investment will be \$ _____

Missed Meetings

Because you and your coach have busy lives and dynamic businesses, there will inevitably be more or fewer meetings from month to month. While your coaching service fees are based on the value derived from the coaching relationship, not based on the number of meetings we have -- *meeting* is a critical factor in our success. But, frankly, rescheduling may not be possible in every situation.

Rest assured, the total cost of the program is calculated with these realities in mind. In summary, do not expect refunds for “missed meetings” or additional charges for additional *coaching* sessions.

Rescheduling meetings usually happens easily and in fact, almost every client gets many more than the number of regularly scheduled meetings.

Additional Costs

There may be times when you request services beyond face to face coaching. Such additional work may include; rewriting correspondence, creating other operations forms, running a staff meeting, training staff, etc. Additional Fees may be charged for these services – each arrangement will be clarified in advance, by you and your coach and you will be informed if there are any additional fees due prior to you committing to the work.

Additional in office work done at your request, with payment approved in advance, will be billed at \$125 per hour. Field work will be billed at \$250 per hour or for a negotiated fee.

There will be times when we bring in other advisors. Most of the time there will be fees associated with these services – based on the hourly billing of the professional advisor. These advisors will not be required but only offered as available resources at your request.

Other Notes

Coaching is a Long-Term Relationship – Please recognize that lasting change takes place over a period of time. It is for this reason that we require the MINIMUM length of your program to be three months. (Please initial here) _____.

Unless otherwise informed (see below), both parties will assume that the relationship will last twelve months or until the goals you create at the start of coaching are met to your satisfaction.

Your coach is a business owner too – Once we have worked together for three to six months, with your permission, I will ask you for the name of a business owner you think would be good for me to meet. They may be a candidate for my service or they may be someone whose business could be a good resource for my clients. *Your thoughtful, enthusiastic, introduction to another business owner is my principal marketing method.* Do you agree (if our work together is successful and you have confidence in my ability as a coach) to introduce me to another business owner? (Please initial here) _____ .

Confidentiality – NEXT Level Business Coaching will probably engage in coaching services with another owner whose business is very similar to your business at some point in your relationship here. (Just as your CPA and attorney, serve multiple businesses in the same industry). You may rest assured that these engagements are always dealt with in a confidential manner.

Use of Coaching Tools - The tools and materials that will be provided to you are confidential and proprietary for your use only. You are allowed and encouraged to discuss your coaching with advisors, friends and others who can help, motivate and support you.

Termination - Either party has the right to terminate this Agreement at any time and for any reason with 30 days notice, plus a forfeiture of one month's fees to be paid by the cancelling party.

Results. You and Your Coach will be working together to plan strategy, BUT you are the only person who has the authority to actually implement these strategies. Therefore, you will get sole credit for all successes and sole responsibility for failures. NLBC coaching services come in the form of training, thought provoking suggestions and encouragement. ***It is your responsibility to assess each idea that comes from a coaching session and decide on its applicability to your business situation and then implement or not as you deem necessary.***

PLEASE NOTE: As your Coach, I shall not be liable (and you agree to hold me harmless) for any special, indirect, consequential, or incidental damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of this Agreement. _____ (Please initial here).

My signature acknowledges **my free and eager** agreement to this contract. I hereby state my willingness to SET GOALS, put forth my BEST EFFORTS, share my vision with my advisors and family, and communicate openly and honestly with my coach.

Company Owner

Coach

Date

Contract For Coaching Services 2-2-2010

Date