

**InnerLandscape Coaching Agreement**  
**Los Gatos, CA 95032**  
**810-841-3266**  
[InnerLandscapeCoaching@gmail.com](mailto:InnerLandscapeCoaching@gmail.com)

(Please review this page carefully, sign, and return it to me.)

Coach \_\_\_\_\_ Client \_\_\_\_\_  
will begin coaching on \_\_\_\_\_, continuing through \_\_\_\_\_.  
Session day \_\_\_\_\_ Time \_\_\_\_\_  
Referred by: \_\_\_\_\_

**Description:** Coaching is partnership (defined as an alliance, not a legal business partnership) between the Coach and the Client in a thought-provoking and creative process that inspires the client to maximize personal and professional potential.

**Responsibilities:**

1. Coach agrees to maintain the ethics and standards of behavior set by the International Coach Federation “(ICF)”. [www.coachfederation.org/ethics](http://www.coachfederation.org/ethics)
2. Client is responsible for creating and implementing his/her own physical, mental and emotional well-being, decisions, choices, actions and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach. Client understands coaching is not therapy and does not substitute for therapy if needed, and does not prevent, cure, or treat any mental disorder or medical disease.
3. Client understands that coaching is not to be used as a substitute for professional advice by legal, mental, medical or other qualified professionals and will seek independent professional guidance for such matters. If Client is currently under the care of a mental health professional, Coach will recommend that Client inform the mental health care provider.
4. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the program.

**Services:** The parties agree to engage in a per session Coaching Program through via \_\_\_\_\_ in person, \_\_\_\_\_ internet \_\_\_\_\_ telephone/facetime, meetings. Coach will be available to Client by e-mail and voicemail in between scheduled meetings as defined by the Coach may also be available for additional time, per client’s request (for example, reviewing documents, reading or writing reports, engaging in other client related services outside of coaching hours) for additional fees.

**Schedule & Fees:** The fee is \$145 per session and/or \$\_\_\_\_\_ per month based on (frequency of meetings such as # of meetings per/ wk, month, etc.). The calls/meetings shall be 50 minutes unless otherwise agreed upon. If rates change before this agreement has been signed and dated, the prevailing rates will apply.

**Procedure:** The time of the coaching meetings and/or location will be determined by Coach and Client based on a mutually agreed upon time. The Client will initiate all scheduled calls

and will call the Coach at the following number for all scheduled meetings 810-841-3266. If the Coach will be at any other number for a scheduled call, Client will be notified prior to the scheduled appointment time.

1) The Coach engages in training and continuing education pursuing and/or maintaining ICF (International Coach Federation) Credentials. That process requires the names and contact information of all Clients for possible verification by the ICF. The coach will keep a coaching log to document hours to meet the certification requirements of the International Coaching Federation [www.coachfederation.org](http://www.coachfederation.org)

Information shared will be kept confidential, except as required by law.

.By signing this agreement, you agree to have only your name, contact information and start and end dates of coaching shared with ICF staff members and/or other parties involved in this process for the sole purpose of verifying the coaching relationship, no personal notes will be shared.

Client Agrees \_\_\_\_\_ Client Refuses \_\_\_\_\_

According to the ethics of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, further coach professional development and/or consultation purposes.

**Cancellation Policy:** Client agrees that it is the Client's responsibility to notify the Coach 24 hours in advance of the scheduled calls/meetings. Coach reserves the right to bill Client for a missed meeting. Coach will attempt in good faith to reschedule the missed meeting.

**Termination:** Either party may terminate the coaching at any time. We both agree: - to be specific about why we are changing the coaching relationship, - to share what the value has been, and - to develop a plan for both of us to be comfortable in a future personal or professional relationship.

**Limited Liability:** Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. Notwithstanding any damages that the Client may incur, the Coach's entire liability under this agreement, and the Client's exclusive remedy, will be limited to the amount paid by the Client to the Coach under this agreement for all services rendered up until the termination date.

I have read and agree to the above.

\_\_\_\_\_  
Date: \_\_\_\_\_ Client Signature

Please sign both copies and return one copy of this Client Agreement prior to the first scheduled coaching meeting. Retain one copy for your records.