



COACH: Mary Conaway
11898 Fawn
Reston, Virginia, 20194
703-772-74442

Ridge Lane

COACHING AGREEMENT

CLIENT:

This agreement, between Mary Conaway and _____ will begin on _____ and will continue for a minimum of three (3) months or as agreed upon. The fee for the initial interview meeting is \$100.00 and is to be paid on the date above in addition to a pro-rated fee for the month in which coaching begins. The fee for the first full three (3) months will be \$_____ per month, and the schedule of meetings will be: _____ (45 min./week or whatever the case may be), either face-to-face or by phone, as mutually agreed upon.

Fees will be paid monthly in advance of services on the first day of the following months: _____ and _____, and _____. Payment can be made either by check or credit card.

The services to be provided by Mary Conaway, are coaching or tele-coaching, as designed jointly between coach and client. Coaching, which is not advice, therapy or counseling, may address specific personal projects, life balance, business/job objectives and successes or general conditions in the client's life or profession. Other coaching services or activities include values clarification, brainstorming, and personal strategic planning.

Upon completion of the three months, coaching with Mary Conaway, will convert to a month-to-month agreement. _____ and Mary Conaway agree to provide one another 30 days' notice in the event it becomes necessary or desirable to cancel further services. It is further understood that any alteration in the initial (one hour per week) time requirements may cause an adjustment in the monthly fee.

It should be noted that an average of four weeks per month is used to calculate the monthly fee, and a coaching year consists of 48 weeks. Vacations are covered by this average; four weeks of vacation are built into this coaching year. In other words, Mary Conaway or the client may be on vacation without an adjustment in the regular monthly fee or monthly anniversary date. Adjustments in scheduling may be made to accommodate vacations.

Mary Conaway, assures that all information shared by a client will be kept strictly confidential. Your willingness to be truthful will be treated with dignity and respect.

Please make all appointments/calls on time. If you must be late, please call ahead. Appointments that *must* be cancelled will be rescheduled immediately. Unfortunately, my schedule doesn't permit make-ups due to lateness or forgotten appointments.

Our signatures on this agreement indicate full compliance with the requests and promises above, and complete understanding of the services to be provided.

Mary Conaway

Date: _____ Date: _____