

Artful Change
Christine R. Copeland, Ph.D.
140 N Stromberg Ave
Port Townsend, WA 98368
Tel: (360) 774-0452
Fax: (360) 344-2771

Coaching Agreement between Christine R. Copeland, Ph.D. and _____
 This AGREEMENT was made on _____ between Christine Rummer (referred to as "Coach") of Artful Change, located at 140 N Stromberg Ave, Port Townsend, WA, and _____ (referred to as "Client") of _____

Services To Be Performed. The Coach agrees to perform coaching services for the Client. Also known as Personal Coaching or Life Coaching, these services consist primarily of weekly or bi-weekly 30- to 60-minute telephone or video calls made by the Coach to the Client focusing on personal or professional growth areas which can include but are not limited to: developing a life mission and vision, stress management, setting personal and professional goals and objectives, accountability, creating a more balanced life, gaining greater fulfillment in life, and obtaining greater joy and peace of mind. Coaching is not psychotherapy nor is it expert advice giving. Coaching is a support structure in which the Coach helps the Client introspectively explore and carry out methods to improve his or her life. Other methods of coaching can be performed as well, such as longer or more frequent telephone or video conversations, extended email or "cyber" conversations, in-person meetings, individualized retreats, and group coaching. Such services can be specified and agreed upon orally or amended to this contract as agreed upon between the Coach and the Client.

Time For Performance. Initial contract period is for 3 months: from _____ until _____. Following the initial contract period, coaching is on a month-to-month basis. The coaching relationship can be terminated at anytime, including during the initial contract period, with 2-weeks written notice.

Payment. Payment is made in advance for each month of coaching. The first coaching session begins with the first payment made by the Client. Payment can be made by check, credit card details as stored in Office Ally or cash. The Client agrees to pay _____ amount) each month for the first three months of _____-minute weekly _____ or bi-weekly _____ coaching sessions. Any change in this structure and cost of additional services to be agreed upon by the Coach and the Client.

Fees and Invoices. Services are \$25 per each 15-minute unit, and are provided *after* payment is received. Any invoices sent will therefore reflect payment received. Following the initial 60- to 90-minute session, three-hour package may be purchased for \$250.

Call procedure. The Client will call the Coach at a pre-arranged time and telephone number. Cancellations are to be made 24-hours in advance. There will be no refund or credit for cancellations made within 24-hours before the scheduled call.

Nondisclosure. The Coach will not at anytime, either directly or indirectly, voluntarily use any of the Client's personal or business information to the Coach's own benefit or communicate any of this to a third party without specific written permission by the Client. This information includes future plans, business affairs, financial information, customer lists, personal contacts, and private information.

Referrals. The Coach will not solicit referrals from the Client's personal or business contacts previously unknown by the Coach. This does not include coaching relationships that are formed naturally by introductions or interest from third party contacts introduced by the Client to the Coach.

Confidentiality. The Coach will not voluntarily divulge that the Coach and the Client are in a coaching relationship without the expressed permission of the Client. The Coach will do all in the Coach's power to keep confidential all communication between the Coach and the Client. The Client understands that communication by e-mail and the internet may not be secure and that archives of e-mail communication may be subject to electronic interception or may be kept by third parties (such as internet service providers) and be subject to court orders. The Client understands that there may be exceptions to confidentiality that may include responding to court orders, discovery of child abuse, or the Client's intent to harm him or herself or others. The Coach will take all reasonable and appropriate action to protect the welfare of the Client and others, which may include breaching confidentiality.

Dispute resolution. Disagreement arising from the terms of this agreement will be submitted to arbitration, which may occur via telephone. The parties agree to be bound by the decision of a mutually agreed upon arbitrator whose fees will be split equally between the parties.

COACH (printed name) Christine A. Rummer, Ph.D.	CLIENT (printed name)
(Signature & date)	(Signature & date)

