

Brief Business Coaching Agreement with Tracie O'Keefe

Please review this form, then complete, sign, scan and email it to me at info@tracieokeefe.com 48 hours before your first coaching session.

Name.....age (I am over 18).....
Address.....
.....
.....
State.....Country.....Post/Zip code.....
Phone (inc country and area code).....
Mobile/cell.....E-mail.....

Your investment includes:

Minimum of 6 one-on-one coaching sessions (either face-to-face, by phone or Skype) of 1 hour per session, within a 6-month period.

Includes some email support.

Payment: \$3,500 AUD (Plus GST for Australian residents). To be paid in advance by credit card. Payment plan available.

Credit card number.....Expiry date.....
CCV number (last 3 digits on the BACK of your card).....Type of Card.....

Terms and Conditions of Service:

1. If the coaching sessions are to be carried out by phone or Skype, I the client am responsible for making the call to the coach.
2. I agree to pay all coaching fees in advance.
3. I acknowledge that I need to provide 48 business hours' notice of cancellation of my scheduled appointments and that failure to do so will result in the full fee being charged for the missed session.
4. I agree to follow up and perform any work assignments set for me.
5. I understand that coaching is NOT counselling, psychotherapy or any mental health service. I am/am not (delete as applicable) under the care of a mental health professional. If I am under the care of a mental health professional I confirm I have discussed my entering into this coaching arrangement, we have agreed it would be suitable and I will provide the coach with a letter from my mental health professional to this effect before coaching begins.
6. As a client, I understand and agree that I am fully responsible for my wellbeing during my coaching sessions, including my choices and decisions.
7. I understand that coaching is designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out strategies and plans for achieving those goals.
8. I understand that coaching is a comprehensive process that may involve all areas of my life, work, finances, health, relationships, education and recreation. I acknowledge

that deciding how to handle these issues and implement my choices is exclusively my responsibility.

9. I understand that all information I disclose is bound by a clause of confidentiality and will not be disclosed by the coach to any persons except in rare circumstances by a court order upon a crime being committed or if there is significant reason for the coach to believe I will harm another person or persons. I also understand that three years after my coaching has ended, the coach will destroy my records and release them to no other persons.
10. I understand that coaching is not to be used in lieu of professional and/or financial advice. I will seek professional guidance for legal, medical, financial, business, spiritual, health or other matters. The coaching is based around how to use your mind effectively for business purposes.
11. I agree to receive periodic e-newsletter updates from the coach and understand I may unsubscribe from these at any time.
12. I understand that all decisions in these areas are exclusively mine. I agree to defend, indemnify, and hold harmless Tracie O'Keefe and O'Keefe & Fox Industries Pty Ltd from and against any and all suits, proceedings, claims, losses, and damages (including lawyer's fees) related to any breach by me of this agreement, and any claim by a third party that arises from my breach of this agreement.
13. I have read through and understood the terms of this contract and agree to abide by them for the purposes of this coaching agreement.
14. I authorise Tracie O'Keefe to deduct the amount specified above from my credit card for Brief Business Coaching.

Client Signature.....Date.....

Scan this completed document and email it to info@tracieokeefe.com 48 hours before your first coaching session.