

Jeffrey Munn, MA

Life Coach, Sober Coach, Consultant

Life Coaching/Sober Coaching/Consultation Agreement

This agreement is between Jeffrey Munn, MA (Consultant) and _____ (Client) whereby Jeffrey Munn agrees to provide sober coaching, life coaching, or consultation services for Client consisting of the following:

Definition of Coaching and Consultation

Life coaching, sober coaching, and consultation all constitute a collaborative partnership (defined as an alliance between two individuals, not a legal business partnership) between the Consultant and Client in which a creative and thought-provoking process is undertaken that inspires the Client to maximize their personal and professional potential.

Responsibilities

1. As a Consultant, I agree to maintain the ethics and standards of behavior set by the coaching profession.
2. Client is responsible for implementing the plans and strategies developed, maintaining their emotional, mental, and physical wellness, making decisions, taking actions, and owning the results of those actions. Client agrees that Consultant is not and will not be liable for any actions or inaction, or for any direct or indirect result of services provided.
3. Client understands that consultation/coaching does not constitute therapy and is not a substitute for therapy provided by a licensed mental health clinician. Coaching/Consultation is not designed to prevent, cure, or treat any medical disease or mental/emotional disorder.
4. Client further understands that consultation is not a substitute for other professional services, including legal, mental, medical, etc. It is Client's responsibility to obtain professional guidance from the appropriate professionals if needed. If client is currently under the care of a mental health professional or therapist, Consultant recommends that Client make the mental health provider aware of the fact that they are seeking consultation and the purpose of doing so.
5. Client agrees to honest communication and to being open to feedback and assistance.

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6. Client agrees to create the time and energy necessary to participate fully in consultation or coaching services.

Hourly Consultation/Coaching

Fees and Schedule: Hourly consultation is provided at the rate of \$200 per hour and is due payable at the time of service. Four hourly blocks of consultation may be purchased prior to the onset of consultation, at the time of scheduling, for a reduced rate of \$150 per hour. Payment is required either in advance or at the time of service by check, cash, or online at www.jeffreymunn.com.

Monthly Consultation/Coaching

The parties agree to engage in a ___ month-long consultation/coaching relationship. The fee is _____ (amount in advance, if applicable) and/or _____ (amount) per month, per requested _____ (number of meetings per month). Calls and appointments shall be 60 minutes in length. If rates change before this agreement has been signed and dated, the prevailing rates will apply.

Consultation/Coaching Sessions

Consultant and Client shall determine a mutually agreed upon time to meet. Consultant shall travel to Client or if sessions are via phone or video meeting, shall initiate the call to Client.

Confidentiality

The consulting/coaching relationship, as well as information provided by Client (both written in the form of documentation and verbal) is bound to confidentiality but is not considered legally confidential. Consultant shall not disclose any information without the Client's prior written consent. This does not apply to information that Consultant is required by law to disclose.

Cancellation Policy

Client agrees that it is the Client's responsibility to notify Consultant 24 hours in advance of the scheduled call or meeting if unable to attend the session. If less than 24 hours cancellation notice is provided, Client shall be billed for a missed session at \$150.

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Termination

Either Client or Coach may terminate this agreement at any time with two weeks written notice.

Limited Liability

Except as expressly provided in this agreement, Consultant/Coach makes no guarantees or warranties, express or implied. In no event will Consultant be held liable for consequential or special damages. Notwithstanding any damages that Client may incur, Consultant'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.

This is the entire agreement of the parties, and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Please sign both copies and return one copy of this Consultation/Coaching agreement prior to the first scheduled session. Please retain one copy for your records and mail the other to Jeffrey Munn at the address listed on this agreement or email a signed copy (less secure) to jeff@jeffreymunn.com:

Client Name: _____

Signature: _____ Date: _____

Jeffrey Munn, MA _____

Signature: _____ Date: _____