



## 2024 COMPREHENSIVE COACHING AGREEMENT

**1. PARTIES.** This Coaching Agreement ("Agreement") made on \_\_\_\_\_, 20\_\_\_\_ is by and between:

**Client:** \_\_\_\_\_ ("Client"), and **Coach:** Angie Skinner ("Coach").

In consideration of the mutual terms, the Client hereby employs the Coach as an independent contractor under the following terms and conditions:

**2. TERM.** The term of this Agreement shall commence on \_\_\_\_\_, 20\_\_\_\_ and will cancel upon: twelve (12) months from the date of the signed contract. If the Client elects, the contract will shift to a month-to-month agreement afterward, with no adjustment in fees. The agreement may be terminated after 11 months with 45 days' written notice, preferably by fax or e-mail. This will give our team ample time to finalize all projects and shift pertinent files back to the Client on a secured server for download. The Client maintains ownership of all files that we have generated, regardless of provenance. Terminations with a shorter notice will incur additional fees to compensate our team for quick turnaround on delivery and project completion.

**3. SERVICES PROVIDED.** The Coach agrees to provide the Client the following services: See attached Services page and Marketing Addendum.

**4. PAYMENT PROCEDURE.** The Client agrees to pay the Coach the following for the services mentioned in Section 3 of this Agreement is **\$2750 per month**. PDC is paid on the first of each month. Work will begin once this signed Agreement is signed, faxed or emailed to PDC, and the first payment is received. Clients who start mid-month will be charged a pro rata fee for the current month.

**5. TRAVEL EXPENSES.** Travel costs are invoiced separately and are due in full within 15 days following the scheduled visit. Travel invoices may be paid by check or with credit card. Invoices not paid within 15 days of receipt will be charged a 15% per month upcharge, to cover interest and other fees associated with carrying a balance related to travel. Invoiced items include hotel, airfare, and car rental, as applicable. Travel by car will be charged the mileage allowable from the current tax code. Meals are the responsibility of the Coach.

**6. CONFIDENTIALITY.** The Coach recognizes that the Client may have future plans, business affairs, customer lists, financial information, job information, goals, personal information, and other private information. The Coach will not at any time, either directly or indirectly, voluntarily use any information for the Coach's own benefit, or disclosure, or communicate this information to a third party.

**7. DISPUTE RESOLUTION:** Any disagreement arising from the terms of this agreement will be submitted to arbitration, to 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.

**8. SESSION TIME.** Coaching is scheduled at the mutual convenience of the Coach and the Client. The day and time for the next call will be scheduled at the close of each coaching session. All Clients will be afforded as much consistency as possible for team training regarding day of the week and time. If chosen by Client, any marketing services outside our realm of expertise will be contracted on another form.



**9. CALL PROCEDURE.** The Coach will call the Client at the pre-arranged time and telephone number as scheduled, and the Coach pays all telephone charges for private coaching sessions...excluding international clients. Please remember, cancellations must be made 24 hours in advance. There will be no refund or credit for cancellations made less than 24 hours prior to a scheduled session.

**Client Signature:** \_\_\_\_\_ **Consultant Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

My signature confirms my wish for PDC to begin the Coaching process. I understand my card will be invoiced the 1<sup>st</sup> of each month. I wish to pay via: \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover

**Name as it appears on card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ **CVC Code:** \_\_\_\_\_

**Billing Address of Card:** \_\_\_\_\_

**City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_