

PROFESSIONAL LEGAL COACHING

1362 Pacific Ave. #216

Santa Cruz, CA 95060

831 466-9132

COACHING TERMS AND POLICIES

1. Coaching is done on a monthly basis. The fee structure can be viewed on “Fee Arrangements”. After the first month, at least two to three monthly sessions are recommended. Fees are payable at time of service. Coaching may be done by telephone or in person at the request of the client. All in person sessions take place at the coach’s office, unless other arrangements are made. Travel time is charged at \$50.00 per hour.
2. An initial in person 2-hour session is set to evaluate the client’s present situation, to determine the client’s objectives and to begin setting long term and short-term goals to meet those objectives. At the end of that session the client will have set goals for the coming month and preliminary strategic planning will be in place. After the initial session, one-hour sessions are scheduled, unless client requests a longer session and can be accommodated.
3. A 48-hour notice is requested for cancellation or rescheduling an appointment. Every effort will be made by both parties to reschedule the appointment within that month.
- 4 All discussions and exchanges regarding the client’s business and /or personal information are strictly confidential.
- 5 Client may contact the coach by telephone or e-mail during normal working hours without charge for up to 15 to 20 minutes. Contact will be made by the coach within 24 hours if unavailable at the time of the call.
- 6 Emergency calls are acceptable, but please use discretion. Client will have access to coach’s cell phone.
- 7 Coach or client may terminate their relationship at any time with a 30-day notice.

Date: _____ Coach: _____ Client: _____