

### **Contractual Agreement for Services with Inspired Fitness and Life Coaching**

1. For the life coaching part of our relationship, I, Kimberly Putman, will be coaching or tele/Skype-coaching with the client.
2. As a client, you understand and agree that you are fully responsible for your well-being during our coaching periods, including your choices and decisions. You recognize that coaching is not psychotherapy or counseling, and that professional referrals will be given if needed. You promise that if you are currently in therapy or otherwise under the care of a mental health professional, that you have consulted with this person regarding the advisability of engaging a life coach and that this person is aware of your decision to proceed with the life coaching relationship. You understand that life coaching does not treat mental disorders as defined by the American Psychiatric Association. You understand that life coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment, and you will not use it in place of any form of therapy.
3. You understand that all information shared during the coaching relationship will be held confidential unless otherwise stated in writing, except as required by law. You understand that certain topics may be anonymously shared with other life-coaching professionals for training or consultation purposes.
4. You understand that life coaching is not to be used in lieu of professional advice. You will seek professional guidance for any legal, medical, financial, business, spiritual, or other matters. You understand that all decisions in these areas are exclusively yours, and you acknowledge that your decisions and your actions regarding them are your responsibility. You understand that the coach does not claim to be a medical or mental health professional of any kind.
5. The fee for the initial assessment or package purchase is \_\_\_\_\_. Once a plan is agreed upon, coaching sessions will be charged at an hourly rate or at the rate with which you purchase packages. Professional time spent outside of coaching sessions, including, but not limited to, between-session phone calls or email exchanges, meeting notes, and reading or reviewing documents, is subject to billing at an hourly rate, prorated to the nearest quarter hour, rounding up. Fees for coaching sessions are may be made in cash, by personal check or via PayPal checks (not via PayPal by credit card) in advance of our first scheduled session. Collateral services will be billed within thirty days and are due upon receipt.
6. A twenty-four hour notice of a cancellation or change of appointment is requested. Without the due notice of the change in a scheduled appointment, you will be charged for the session in full. You agree to arrive or call on time. You agree to be prepared with updates, progress, current challenges and know what you want to work on and be ready to be coached.
7. I have read, fully understand, and agree to the above numerated items.

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*Client Signature and Date*

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*Coach Signature and Date*