

Charles F. Benz, CPC.
LIFE COACHING LETTER OF AGREEMENT

I, _____, (print name) herein agree and commit
to _____ (# sessions) 50-minute sessions of life coaching with
Charles F. Benz, CPC, at the rate of \$_____ weekly, and for the total sum
of \$_____ payable in full, or on the following terms:

By signing below, I state that I have read and understood the terms and conditions stated by Charles Benz at www.CharlesBenz.com and agree to them in all our life coaching.

(Signature)

(Printed Name)

_____(Date)

Changes and Cancellations ...

Please call 919.321.1169 at your scheduled time. You have reserved this time for yourself. If I have not received a call from you and am unable to reach you by 15 minutes past the specified time, the session will be forfeited and a refund will not be available. This is in consideration of my time and yours and of clients who may be scheduled immediately following your session.

If you would like to reschedule a session or cancel a session, please give me 24 hours notice. I will extend the same courtesy to you if I need to reschedule. I understand that we all have busy lives and every effort will be made to accommodate changes when necessary. There may be times when I am away from the office during our scheduled sessions. During these times, I will call you for the session.

Extra Calls ...

I want to be available for you should you get “stuck” or are trying to break through an issue. I’ll do my best to be available. I ask that we keep these calls to 5 to 10 minutes. An e-mail is also accepted during these times. I will usually respond within 24 hours. It’s a great way to announce ‘wins’ and accomplishments between sessions or a needed word of encouragement.

Confidentiality ...

Trust is essential in building this strong alliance. I guarantee that everything you share with me will remain in complete confidence. I do reserve the right to act if I feel for your safety or those around you are in jeopardy.

Problems ...

If ever I say or do anything that upsets you or doesn’t feel right, please bring it to my attention. Honesty and trust are critical in our coaching relationship. I want to provide an open and safe place for you to come with complete confidence. Likewise, if I feel that I am not able to coach you effectively, or that you would be best served by services other than coaching, I will inform you of this opinion.

Payment by Check

Please note an additional \$20 charge will be levied in the case of NSF checks.

Referrals...

I love referrals. With the personal nature of this alliance, being referred is one of the greatest compliments I can receive from you. If three people complete an Initial Consult with me by your referral OR if you refer someone and they enter into a coaching agreement, you will receive a complimentary bonus session.

Liability

Legally our coaching agreement or contract is an “at-will” alliance and we both reserve the right to terminate this partnership at any time. All actions and decisions are yours and you alone are responsible for the results of these choices. As your coach, I will encourage, motivate, guide and help you achieve your successes. The real work is yours; how far you go and how fast you get there is up to you.

“I am not a therapist or a psychologist. I am an internationally Certified Professional Coach (CPC) and I help people learn how to use coaching skills in their lives in areas they choose to address. I work with my clients to help each of them incorporate their values and positive beliefs more deeply into their everyday lives and the specific goals they set for themselves to achieve.”