



Thank you for choosing **COACHING + INNOVATION** to help create value in your business or your personal life! I am excited to embark on this journey with you in order to create a positive future and fulfill your potential and live your dreams.

Please read through the following statement and sign in the space provided below.

## **CONFIDENTIALITY**

When a coach session begins, confidentiality for the Client is essential for success. The level of confidentiality for each Client is determined from the following options:

- Level 1 – Complete confidentiality. Nothing is shared outside the coach-client relationship  
*Level 2 and 3 apply in Corporate, Organizations or Family situations only*
- Level 2 – Tight confidentiality. Coach reports back to \_\_\_\_\_ and provides copies of reports as agreed with the Client
- Level 3 – Limited confidentiality. Coach reports back to \_\_\_\_\_ on issues where the Client has agreed to the request. Coach is available to meet at these special sessions and these additional sessions will be billed at the rate for a coaching session

Confidentiality Level : \_\_\_\_\_

During the coaching relationship, the Client may share future plans, business dealings and other proprietary information with the Coach. The Coach will not at any time, either directly or indirectly, use any such information for the Coach's own benefit. The Coach will not give out the name of any Client as reference without that Client's consent. The coaching relationship is confidential unless the Client chooses to tell someone about it.

This confidentiality statement shall be as confidential as the applicable laws and the client's own company policy, if applicable, allows. The Coaching relationship is not privileged and, as such, Coach's records on a client can be subpoenaed.

## NATURE OF RELATIONSHIP

The Client is aware that the coaching relationship is in no way to be construed as psychological counselling or any type of psychotherapy. Our business coaching sessions are not a replacement for existing supervisory or management processes. All issues of a human rights or disciplinary nature must be handled within established policies and procedures and will not be discussed during our sessions.

A Client enters into the coaching relationship with the understanding that he or she is responsible for creating his or her own decisions and results. Client also agrees not to hold the Coach liable for any actions or results for adverse situations created as a direct result of a specific referral given by a Coach.

## TERMINATION

Because of the time, scope and nature of the work, the initial minimum term is one session. After the initial term, Client may cancel at any time. Cancellation must be made in writing (via email or scanned letter). In the event of a termination, fees owed at the time of cancellation are due and must be paid in full. If the client has pre-paid a coaching journey package, fees for the unused portion of the sessions will be refunded upon confirmation from the Coach of the termination of this agreement.

## PRICING

Payment must be made in full after each session unless the client has availed of a Coaching Journey Session, in which case payment is made for the Coaching Journey Package at the end of the first session.

<b>Coaching Area:</b> <input type="checkbox"/> Executive Coaching <input type="checkbox"/> Business Coaching <input type="checkbox"/> Life Coaching	<b>Payment Option:</b> <input type="checkbox"/> Per Hour <input type="checkbox"/> Package: (indicate name: _____)
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I agree to the above-mentioned terms and conditions.

Signature:

Name:

Date: \_\_\_\_\_

Meeja Jalandoni

COACHING + INNOVATION

Date: \_\_\_\_\_