



CARRIE GRAVES
Psychospiritual Life Coaching

Terms of Agreement, Policies, and Procedures

Welcome. I am honored to have the opportunity to coach you. Our coaching relationship is designed to facilitate the creation and development of personal or professional goals and to identify and implement strategies for attainment. As such, coaching is a comprehensive process that may involve all areas of life, including work, finances, health, relationships, education and recreation. Kindly review a few terms and guidelines that I maintain to allow for the best possible coaching relationship. If you have any questions, please contact me at carrie@carriestepgrav.es.com.

Payment

Clients pay me on time, in advance of a term of sessions, unless prior **arrangements have been made**. Payment may be made by check or through my website.

How we will work together

Making changes to achieve the life you yearn for takes energy and commitment. I request that you actively take time for yourself to provide the resources to get the most from our coaching relationship. Sessions will be kept to time and we will be fully present and prepared to explore updates, progress, and current challenges. My role as coach is to challenge you and to support you in reaffirming your connection with your inner wisdom. You are free to be honest and open in sharing your deepest desires. We will work together on your agenda identifying strengths and weaknesses as a means to realizing your commitment to make meaningful changes in your life. I will guide you in clarifying your vision for the future and identifying processes for making it a reality. By listening, questioning, and providing alternatives, I will support you in finding and fostering your integrity with the core belief that you always know what is best for you. If I perceive resistance, avoidance, or blockage preventing you from moving forward, I'm likely to ask you about it. This is one way to engage your inner voice. Please complete and send a session preparation form (and any occasional additional written assignment) to me 24 hours prior to each session.

Extra Support

You may contact me between sessions (by phone or e-mail) with brief updates, questions, insights, experiences, or ideas that you wish to share. This extra level of service will not be billed. Please be sure to let me know if you would like a reply or if you are just sharing.

Scheduling

My clients and I will give at least 24 hours notice if either of us has to cancel or reschedule a session. If timely prior notice is given in the case of vacation, business trip or illness, adjustments can be made. In the case of an emergency or unforeseen circumstance, we can work around it. Otherwise, a missed session will not be made up.

Guarantee

Every effort will be made by my clients and me to honor a minimum coaching term of 3 months - time deemed sufficient for the process to have an impact. However, in the event that either party concludes there is no ongoing benefit, advance payment for remaining coaching sessions will be fully refunded.
I abide by the [11 core coaching competencies](#) and [code of ethics](#) of the *International Coaching Federation*. If I ever say or do something that upsets you or doesn't feel right, or if any questions arise, please bring it to my attention. I want you to highly value our coaching relationship and I pledge to work with you to achieve this value.

Confidentiality

This is a relationship based on trust and respect for confidentiality. Information that is exchanged will not be shared except:
A) as required by law where a danger to the self or others is presented.
B) for the purposes of ongoing coach credentialing, which requires disclosure of logged session times and contact information only.
C) in the case where you as client have authorized release of information.

**Coaching
Caveats and
Your
Responsibility**

Life coaching does not treat mental disorders as defined by the American Psychiatric Association and is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment.
Specific actions or changes to be made are solely your decision, and a matter of personal responsibility.

Participation in coaching is not to be used in lieu of professional advice. It is your responsibility to seek professional guidance for legal, medical, financial, business, spiritual or other matters as you deem fit.

I have read and agree to the above.

Client: _____ Date: _____

Coach: Carrie Graves Date: _____

Coaching Agreement: Client Information

Client Name: _____ Date of Birth: _____

Address: _____

Occupation: _____ Employer: _____

Phone (Cell): _____ (Home): _____ (Work): _____

Email: _____ Preferred means of communication: _____

Names of important people in your life (partner, children, friends, etc.):

Emergency Contact Name/Phone:

How did you hear about me (check): Web-search Referral _____

Other: _____

Session Duration: 45 minutes

9 session term fee \$1,000.00 (\$100.00 each) _____ 3 sessions per month for 3 months

Single session fee \$110.00* _____

Coaching by Barter _____

Complimentary Coaching _____

Meetings will take place at mutually agreed upon time.

**Payment must be received in advance to guarantee session time.*