

## Executive Coaching Agreement

*Thrive Personally and Professionally with Executive Coach Jo Smith*

This agreement outlines the policies, procedures and fee structure of JSA Coaching. If you have any questions, please call or email me immediately. It is my intention to help you reach your goals and achieve greater personal and professional success through Executive Coaching.

### Coaching Description

We will establish *your* goals for success early in our coaching relationship and regularly assess progress along the way.

We will meet twice monthly for three months, at your office or a location of your choosing in the Portland metropolitan area. We can meet by telephone if you prefer or if occasionally required due to travel or scheduling. Our meetings will be 50 – 60 minutes in length.

Your emails to [josmith@josmithassociates.com](mailto:josmith@josmithassociates.com) and phone calls to 503.234.5044 or 503.913.0499 to address questions or celebrate successes between coaching meetings are *welcome* at no additional cost.

Please provide 24 hours' notice of meeting cancellation, if at all possible. In the event I need to reschedule a meeting, unless due to emergency, I will provide a minimum of 24 hours' notice.

### Coaching Investment

Coaching is a valuable investment in yourself to help you **be more successful in all areas of your life.**

Your three month Executive Coaching fee is \$2,250 and includes a complimentary PREP Personal Strengths Profile. Please select your payment preferences and provide credit card information, if appropriate:

Paid fully in advance (10% discount), \$2,025 \_\_\_\_\_

Monthly payments, \$750 \_\_\_\_\_

Check \_\_\_\_\_

Credit Card \_\_\_\_\_

Name on Card \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_