

kalika

Entrepreneur Coaching Contract

This agreement, between Kalika Yap (Entrepreneur Coach) and _____ (Client), begins on **DATE** and is for a package of (up to # 2 sessions per month for 3 months). If, after this initial contract, you would like to renew, we will agree to any new terms in writing.

What is Coaching? Coaching is a process consisting of clarifying your intentions, designing goals, and taking authentic action within a safe, supportive relationship. Coaching is not psychotherapy, nor should it be used as a substitute for counseling, legal, financial, or medical services.

Sessions are 55 minutes, held in-person or by phone/video Zoom:

kalikazoom.com. ***Driving while on a mobile phone is prohibited during our sessions.*** If you need to be somewhere before or after a call, please find a safe place where you can park and be present for the coaching session. If additional time is used, the charge for this time is pro-rated. You initiate each session at the scheduled time. If more time is needed, this may be scheduled by mutual agreement. If additional time is used, the charge for this time is pro-rated.

Schedule your sessions Here's my [Calendly](#) link to schedule your sessions!

Contact between sessions There's no charge for short calls between sessions under 10 minutes in length and/ emails for scheduling and questions that can be answered within the timeframe above for calls. Further calls or emails will incur a charge of not less than 15 minutes per contact, prorated.

Fees Each session is \$375/55 minutes Payment is due on the 5th of each month regardless of if you use that month's sessions. You may "rollover" one session for the current month, through the 10th of the next month).

kalika

Cancellation All appointments require a minimum of 24 hours' notice for rescheduling or cancellation. Monday appointments require notice by Friday. The full fee will be charged for missed sessions without prior notification. An exception will be made in case of an [emergency](#).

The Client and Entrepreneur Coach agree to provide one another with a 14-day notice in the event it is desired to cancel further services.

Confidentiality & Release of Information I keep all the information you disclose, as well as our coaching relationship itself, strictly confidential, unless by your written permission. Your name, contact information, and start/end date of our relationship may be included in my documentation for certification and credentialing, and either **International Coaching Federation** or **Academy for Coaching Excellence** may contact you solely to verify our relationship. No personal notes will be shared. According to the [ethics](#) of our profession, topics may be anonymously and hypothetically shared with other coaching professionals for training, supervision, mentoring, evaluation, and for coach professional development purposes.

Copyrighted Materials Occasionally, you may receive coaching materials created and copyrighted by the [Academy for Coaching Excellence](#). These are for your private use only.

Questions Please read this contract carefully and let me know if you have any questions regarding your needs, fees, or service before signing the contract.

kalika

I agree to the above terms and conditions

Type your name here as your digital signature to indicate that you agree to the terms above:

Client

Date

Kalika Yap

Entrepreneur Coach

Date

PS. I look forward to being with you! :)