

## **COACHING INTAKE FORM**

*Please fill in the following information that you feel comfortable with, for our records.*

### **PERSONAL INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Are you happy to receive emails with regards to promotions, session reminders etc.?

☐ Yes ☐ No

Email address: \_\_\_\_\_

Your Occupation: \_\_\_\_\_

Please briefly describe your general goals for coaching?

- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Have you ever had coaching in the past? ☐ Yes ☐ No

- On a scale from 1- 10 how big would you rank your primary problem at the moment?

(Minor) 1 2 3 4 5 6 7 8 9 10 (Extreme)

- Has this been a problem in the past?

☐ Yes ☐ No

- How did you hear about us? \_\_\_\_\_

### **ADDITIONAL INFORMATION:**

- What do you consider to be your strengths?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Coaching Agreement:**

This Agreement is made between ("Client mentioned above") and Jason Malcolm Moore ("Coach") based in Adelaide, South Australia.

### **1. SERVICES PERFORMED BY COACH.**

Coach agrees to provide professional services to Client as follows: General coaching including but not limited to; business planning, marketing strategy suggestions to coaches best knowledge, goal setting and development and mindfulness based stress management and therapeutic techniques.

### **2. COACH'S PAYMENT.**

Coach shall be paid at an hourly rate agreed to by the client in writing or in adherence with our session rates on our Facebook page. Payment will be made via PayPal or Direct Bank Deposit or Cash within one week of session.

**PayPal: jasonmoore26@live.com**

### **3. TERM OF AGREEMENT.**

This Agreement will become effective when signed by both parties and will end when terminated with reasonable cause by either party via written notice veer email. Consultant shall be entitled to full payment for services performed prior to the effective date of termination.

### **4. INVOICES.**

Coach shall submit invoices for all services rendered veer email.

Client shall pay the amounts due within **7 days** of each invoice to the terms mentioned under **Section 2.**

### **5. LATE FEES.**

Late payments by Client shall be subject to late penalty fees of 10% per day of invoice financial total.

### **7. CONFIDENTIALITY.**

During the term of the Agreement and for 12 months afterward, Coach will use reasonable care to prevent the unauthorized use or dissemination of Client's confidential information. Reasonable care means at least the same degree of care the coach uses to protect their own confidential information from unauthorized disclosure. Confidential information includes all personal information regarding client and details of client business management practices. Please note that for online coaching through social media there is no way to guarantee confidentiality. Any coaching done through online means is done so at the clients own risk.

## **8. WARRANTIES**

Coach warrants that all services performed under this agreement shall be performed consistent with generally prevailing professional or industry standards. Client's exclusive remedy for any breach of the above warranty shall be the 're-performance of Coaches services.' If Coach is unable to re-perform the services, Client shall be entitled to terminate this Agreement as per the terms herein.

## **9. LIMITATION ON CONSULTANT'S LIABILITY TO CLIENT.**

(a) ***In no event*** shall the Coach be held liable to Client for lost profits of Client, or special, incidental or consequential damages (even if Coach has been advised of the possibility of such damages) or any outcome that the client faces through coaching.

(b) The effectiveness of coaching cannot be guaranteed, and the coach will not be responsible for the outcomes, or for the result of any action taken by the client as a result of advice or guidance given by the coach, whether explicit or implied.

## **10. FORCE MAJEURE.**

Coach shall not be liable for, and is excused from any failure to deliver or perform or delay in delivery or performance, due to causes beyond their reasonable control or due to failure of Client to provide sufficient information, resources, cooperation or personnel to support the project.

## **11. TAXES.**

The charges here are exclusive of *Consumption Tax*.

I (Client Name) \_\_\_\_\_, agree and understand all terms in this agreement as outlined above.

Signed: \_\_\_\_\_

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

Coach: \_\_\_\_\_

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

Signed: \_\_\_\_\_