

Transfer Out Coaching  
PERSONAL COACHING CLIENT SERVICES AGREEMENT  
Effective January 02, 2021

**APPOINTMENTS, HOURS AND LOCATION**

Individual sessions are approximately 50 minutes, and can be scheduled through your coach. All coaching sessions will be done via telephone or Zoom video conferencing. Face-to-face may be available in certain areas.

**FINANCIAL TERMS**

Transfer Out Coaching offers 50-minute fee for coaching services is \$50/session. Fees for coaching sessions are to be completed through Zelle, Venmo or PayPal (fees many apply for PayPal) prior to each session.

We reserve the right to collect any unpaid balance, as authorized by state or federal law.

**URGENT ACCESS and TELEPHONE CALLS**

If you are unable to reach us but need help, or if you are having a life-threatening emergency, please call 911, go to your local Emergency Room, or call the Mental Health 24-hour Crisis Line (800) 950-6264 or National Suicide Prevention Lifeline 800-273-8255.

**CANCELLATION POLICY**

In the event that you are unable to keep an appointment, you send notification within 24 hours (unless there is a reasonable and unforeseen emergency). If 24-hour cancellation is not complete, you will be responsible to pay the full fee. Forgetting or missing an appointment or call is not an emergency. If you need to cancel or reschedule the appointment you may email [Christine@TransferOutPNES.com](mailto:Christine@TransferOutPNES.com) or cancel through [calendly.com/christinemauiello/appointment](https://calendly.com/christinemauiello/appointment)

**YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS. IT ALSO SERVES AS AN ACKNOWLEDGEMENT THAT YOU HAVE THE OPTION TO TERMINATE YOUR PERSONAL COACHING RELATIONSHIP AT ANY TIME.**

By signing below, I attest that I have read, understood, and agreed to these policies, and have been offered my own copy of this disclosure.

\_\_\_\_\_ Client's Signature \_\_\_\_\_ Date