

**Richard J. Kay, MA**  
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### **Professional Coaching Contract**

I have positive expectations for a coaching relationship that helps you to create the life you want to live. To partner together professionally, I want you to be familiar with the following guidelines.

#### **Terms of Coaching:**

I invite you to think of Coaching as a process. Many people create change for themselves in a short time. However, to refine and sustain the change takes several months. Although not binding, I would ask that you expect our Coaching relationship to last at least 3 months.

#### **Fees:**

My Coaching fee is payable to Richard J. Kay. If you pay by credit card, or receive video coaching, there is a \$10 service fee. My rate for professional coaching is \$235 for a 45-minute coaching session. Please note that professional coaching may not be covered by insurance companies, and payment is expected in full when my professional coaching services are rendered.

#### **Procedure:**

I will call you, video chat with you, or meet with you at a specified appointment time that we will both discuss and agree upon. If you wish to connect with me in-between sessions with a challenge, a success, or an inquiry, I will make every attempt to respond to you within 24 hours, with an email, short phone call at your discretion. I'm happy to provide this extra level of concierge style service at no additional charge. However, should a phone call exceed 15 minutes you will be charged the standard fee.

#### **Changes:**

If you need to reschedule our appointment, I require 48 hours' notice. If you do not reschedule prior to a 48-hour window or if you do not show up for a scheduled call, video session or appointment for any reason, you will be charged the full fee. If I need to reschedule, I will give you at least 48 hours' notice as well, barring an emergency or illness.

#### **Between Calls:**

Email me any time at [k1shrink@aol.com](mailto:k1shrink@aol.com) to reach me with ideas, problems, questions, etc. You may also contact my office at 248-932-7799 and speak to my office manager Monday-Thursday 10am-3:45pm.

**Concerns:**

If we discuss anything that you are uncomfortable with, please bring it to my attention so that we can resolve it together as soon as possible. My objective is to have a coaching relationship that is fully open, honest, real and trusting in our communication styles. We should both realize that communication via email, telephone and even sometimes video sessions, entails extra challenges since we cannot see/fully interpret body language, facial expressions, etc. Therefore, we give each other plenty of latitude, and promptly ask for clarification if there is a misconnection.

**Professional Coaching Agreement**

Professional Coach

I agree to serve as your Professional Coach - to partner with you to identify and achieve your personal and/or professional goals.

As your Coach, I cannot guarantee results. You will create powerful results by having the courage and determination to forward the action in your life.

During the time we spend together in our professional coaching sessions, I will devote my time, thoughts, and energy to you, exclusively. In-between our sessions, I may not be instantly available, as I may be attending to others, or myself. I will however, always attempt to be available within 24 hours.

I am working with you as a Professional Coach, not a psychotherapist, and I will not be diagnosing psychological or medical conditions. If any issues come up for you that should be handled by a licensed therapist or physician, I insist that you must attend to your health by contacting the appropriate professional.

As your Professional Coach, I will bring attentive listening, understanding, belief in you and commitment to your success. You can expect me to challenge you, offer fresh perspectives, make requests (including assigning homework), acknowledge your wins, and guarantee utmost confidentiality (to the fullest extent of the law, and so long as I don't fear for your or another's safety) in our coaching relationship.

**Client**

I am motivated and committed to taking action on my determined personal and professional goals. I realize that anything less than my intentional full participation will not lead to my success.

I accept full responsibility for myself and any actions I take that might result from Professional Coaching.

I am under the care of a physician and healthy enough to engage in Professional coaching.

I can financially afford the Professional Coaching fee at this time. I agree to pay promptly at each coaching session. I agree that ultimately, it is my responsibility that my coach gets paid for the services I use.

I agree to honor my scheduled session times.

I have read and agree with the Professional Coaching Contract guidelines and the Professional Coaching Agreement.

Client Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Client Signature \_\_\_\_\_

Coach Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Coach Signature \_\_\_\_\_