

Coaching Service Agreement

Thank you for your interest in a coaching engagement with Allaxis Partners. The following principles and terms govern all services provided. For services purchased online, such as the Blueprint course or enrollment in a Greenhouse Group, purchase indicates acceptance of this contract. For one-on-one engagements, the client's signature on the last page of this document is required and indicates understanding and agreement to the following terms:

Parties: This agreement is between _____ (referred to as "client") and Paul Lundberg (referred to as "coach"), Allaxis Partners, 4743 Carmichael Chase, Marietta, Georgia 30066.

The Nature of the Coaching Relationship: Coaching is a powerful partnership between the coach and client in a future-oriented and creative process that inspires the client to maximize his or her personal and professional potential. It is a comprehensive process that may involve all areas of life, including work, finances, health, relationships, education, and recreation. Deciding how to handle these issues, incorporate coaching into those areas, and implement choices is exclusively the client's responsibility.

The coach does not function as a licensed mental health professional, and coaching is not intended to replace treatment for mental illness, psychoanalysis, psychotherapy, psychiatric interventions, treatment for substance abuse, recovery from past abuse, professional medical advice, counseling, mentoring, consulting, financial assistance, legal counsel, or other professional services. The coach is not an expert in these fields and does not give professional advice in them. If at any time the coach observes stagnation in the coaching relationship, he will address this with the client and together decide whether to continue the engagement. If it becomes clear that a client needs or would profit more from working with another support professional, the coach will refer the client to such a professional, and if applicable, refund the client for sessions that have not already been utilized.

Licensed mental health professionals are often better resources for those who are experiencing pain, psychological paralysis, or preoccupation based on past events. If the client is currently in therapy or otherwise under the care of a mental health professional, he or she must consult with this person regarding the advisability of working with a coach and confirm that this professional is aware of the client's decision to proceed with a coaching relationship.

Roles, Responsibilities, and Rights: In a coaching relationship, the client sets the agenda and learns through action. The coach supports the client's vision-driven progress by managing the agenda, asking powerful questions and helping the client create space to discover the answers. A client's real growth will come from the work he or she does in the time between sessions. In the Blueprint course, the course outline and content provide a topical framework while the client sets his or her personal agenda, whether directly related to course content or not, for each of the 2-3 personal coaching sessions.

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Due to the many contextual factors involved, the coach can make no guarantees as to the expected outcome of the coaching engagement. The client is fully responsible for his or her wellbeing as well as for the decisions made and actions taken as a result of coaching sessions.

Coaching sessions can take place remotely, by video conference or phone call, or in person. In the event of in-person meetings between the coach and client, these will generally take place in public spaces that allow for private conversation in order to maintain appropriateness and safety in the coaching relationship. Examples include conference rooms, lobbies, offices, co-working spaces, and coffeehouses. No sexual or romantic relationships are permitted between a coach and client. Neither will the coach take advantage of the client socially, emotionally, or financially. The coach agrees to honor the International Coach Federation Code of Ethics regarding professional conduct, confidentiality, and conflicts of interest.

The coach will do his best to maintain open communication and a safe, trustworthy environment for the client. He will speak truth graciously and with the client's best interests at heart. If for any reason the client is upset in any way, the client should bring this up immediately. The client has the right to accept, reject, or counter offer any assignment proposed by the coach. Each person (client and coach) in the coaching relationship is guided by his or her values and beliefs. The coach will be forthright in making his known and will respect the client's freedom to make his or her own choices.

Privacy and Confidentiality: All conversations, projects, or documents shared between coach and client are strictly confidential and will not be shared with any third party without the written consent of the client. In a Greenhouse Group, all of the above are confidential to the group. In the event of a violation of group trust, the coach reserves the right to remove the offending client from the group without a refund. The only exceptions to maintaining confidentiality are situations in which such confidentiality violates the law (e.g., illegal activity, pursuant to valid court order or subpoena; imminent or likely risk of danger to self or to others; etc.). When the coach reasonably believes that because one of the above circumstances is applicable, he may need to inform appropriate authorities.

Clients are encouraged to use live conversations (audio or video calls, in-person meetings) to convey sensitive personal information, but they may use digital or electronic means if they are comfortable doing so.

By agreeing to this contract, the client agrees to allow the coach to submit a confidential record of the client's name, phone number and email address to the International Coach Federation (www.coachfederation.org) in order to meet the requirements for coach credentialing. The ICF will only utilize this information to verify the coach's professional

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requirements and, following the credentialing process, two assessors will validate the list and then destroy the two copies. The ICF will only maintain this information in its secure files.

Scheduling and Logistics: The standard coaching engagement has a duration of 6 months and includes 60-90 minute meetings (scheduled in advance) every 2 weeks, as well as additional support between these scheduled sessions via digital communication and brief (10-15 min) calls to ask questions, regain focus, or share successes. The Blueprint course includes 90 minutes of personal coaching. Frequency and duration of the scheduled meetings may be adjusted depending on the client's needs. Coaching may be done in person, by video call, or by phone. In the case of a video or phone call, the client initiates the call at the scheduled time. If the coach cannot be reached by phone at his home office (678) 214-5305, the client should call his cell phone (404) 884-4446.

Rescheduling or cancellation of a meeting is to be made at least 24 hours in advance. Missed sessions are not made up or refunded unless due to a valid emergency. Due to the number of people involved, Greenhouse Group sessions are set in advance for specific times and frequencies. Greenhouse Group participants pay for all schedule sessions, whether they can attend or not. If the coach needs to cancel a session, he will refund the participants for it.

After 3 months, the client may discontinue coaching if for any reason the engagement has not been effective enough or of high enough value for him or her. Notice of cancellation must be in writing. In the event of fees owed at the time of cancellation, full payment is due and payable. The coach may cancel and discontinue the engagement at any time for the reasons outlined above (mismatch of professional services, legal restrictions, etc.).

Fees: Payments are to be received in advance of services rendered. Clients may make payments monthly or by some other series of installments to which the coach has agreed. Checks should be made out to Allaxis Partners and either given to the coach at the meeting or mailed in advance to 4743 Carmichael Chase, Marietta, GA 30066. Payment by credit or debit card may be set up at the client's request. Invoices will be sent in advance of services and are to be paid within 15 days. Receipts are available at the client's request. If circumstances change and the client interrupts coaching services for a time, pre-paid funds are credited to his or her account for future coaching. The fee for an individual 6-month engagement is \$____; that is a monthly retainer of \$____.

Limited Liability: Except as expressly provided in this agreement, the coach makes no guarantees or warranties, express or implied. In no event will the coach be liable to the client for consequential or special damages. Notwithstanding any damages that the client may incur, the coach's entire liability under this agreement, and the client's exclusive remedy, will be limited to the amount paid by the client to the coach under this agreement for all services rendered until the termination date.

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Sign of Agreement

I have read the conditions included in the Coaching Service Agreement. By my signature below, I enter into this agreement and agree to hold the coach harmless from liability as indicated above.

Client Name	Client Signature	Date
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Coach Name	Coach Signature	Date
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