

# SERVICES *agreement*

## **SERVICES**

The services provided at TrueBranches, LLC. include in person coaching or virtual coaching on topics decided jointly with you, the client. Ashley utilizes transformational coaching by guiding individuals to create a significant change that promotes growth, personal development, emotional healing, and inner transformation.

In addition to transformational coaching practices, TrueBranches, LLC utilizes personal strategic planning, values clarification, goal-setting, shadow work, personality assessments, brief counseling techniques, and other coaching and consulting techniques.

In order for the coaching to be most effective and to allow time for changes and results to occur in the client's life, the client may need to commit to a period of 2-3 months.

## **APPOINTMENTS & RESCHEDULING**

Appointments range between 30 minutes to 50-minute long sessions, and take place on a weekly, biweekly, or monthly basis. Ashley will hold your specific session at your designated date and time. If you are unable to keep your appointment, you must cancel within 24-hours prior to your appointment date. If you cancel your appointment after this deadline, you will be charged for the session.

Rescheduling an appointment for another time, even with 24-hour notice, is dependent on the Life Coach's availability and may not be possible to have a session within that week. If a client cancels two appointments consecutively or no shows twice consecutively, the client will be responsible for the missed session and charged a \$15 rescheduling fee. This fee must be paid prior to scheduling your next appointment.

The only time we will waive this fee is in the event of serious or contagious illness, extreme weather conditions, and or other unavoidable circumstances. If you need to speak to someone about your specific situation, please contact us for further guidance.

You can cancel your appointment by calling (540) 300-1098 or emailing [info@truebranchesc.com](mailto:info@truebranchesc.com).

## **ADDITIONAL CALLS**

Unscheduled calls or sessions will be billed at the regular rate after a grace period of 25 minutes.

## **DISCONTINUING SERVICES**

Either the Client or the Coach may terminate this Agreement at any time with 2 weeks written notice. Client agrees to compensate the Coach for all coaching services rendered. Please discuss any plans or desire to discontinue services with your coach prior to submitting a request for termination. Upon receipt, Coach will schedule a final session before concluding the relationship. Request to discontinue services should be submitted in writing to [info@truebranchesc.com](mailto:info@truebranchesc.com).

By signing below, you agree with the information laid out in this document.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_