



## **NEW COACHING CLIENT FORMS PACKET**

Please save this file to your desktop before continuing. Any changes made to the enclosed forms will be lost if you do not save this file to our computer first. Once you have saved this form, fill in the information where requested. Please note that information that does not appear on our screen in the form field will not print. You are limited to the size of the box. Additional information may be sent separately.

Enclosed:

- New Coaching Client Welcome and Agreement – Print, sign, and fax
- Client Intake – Fill in form
- Statement of Intent – sign
- Confidentiality Agreement – For your records



## NEW COACHING CLIENT WELCOME & AGREEMENT

Each new client to my practice is a welcome addition. We have had our introductory call with each other and determined that we are optimistic and enthusiastic about what we can accomplish together. To bring our “best selves” to the coaching relationship, it is important that we share the same understanding about how we will work together. Basic Shared Agreements:

- **I recommend a 3-month commitment to weekly sessions (total of 12 sessions).** A 3-month commitment ensures that you understand that it is hard work to change habits of thinking and acting, and that **you are committed to making a concentrated effort and understand that it takes time.**
- Coaching Packages or Individual Sessions will be billed via Paypal and payment needs to be received in order to continue our coaching relationship. **Payments can be made at [www.10thletter.com/coaching](http://www.10thletter.com/coaching)**
- Each session is a minimum of 1 hour long and takes place in person, by phone or Skype. Sessions may go longer than 1 hour only if agreed to by coach and client for the **agreed upon hourly rate of \$40.**
- I will bring myself to those coaching sessions free from distractions and respectfully request that you do the same.
- We agree that we will each show up at the mutually scheduled time for our coaching session and **if you have to reschedule you will do so with a minimum of 24 hours notice.**
- Should you “no-show” for two appointments during our coaching relationship (without notification or rescheduling) we will evaluate whether or not coaching is appropriate for you right now.
- Coaching fees are non-refundable should you decide to “quit” the process, as our complimentary session is designed to remove the possibility that we would not be a good fit for each other.
- **I welcome communication between our calls via email ([jj@10thletter.com](mailto:jj@10thletter.com)).** It is my expectation that you **will reach out if you hit a “sticky” spot that you would like some feedback on,** and that you will share the successes that you have on the way to creating your desired future. If you need an “emergency call” I can usually accommodate within the same week and I do not bill for calls that are 10 minutes or less.
- I welcome your input and questions along the way. **Our relationship is a collaborative one, and the more you put into it the more you will get out of it. Ask me questions, challenge my point of view, bring resources to the table that you’ve found, tell me where I’m wrong, and share with me your insights along the way.** You are your own best expert even if you don’t know that yet (you will shortly!).
- I will show up for coaching at the appropriate time. I have read and agree to the working agreements above, and will honor them during our coaching relationship.

Client (Print/Sign)

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Date

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## CLIENT INTAKE

**Welcome!** I am excited to be embarking on this journey with you, and look forward to getting to know you better over the coming months. Transformation begins once you sign your welcome packet and may have started already! It would be helpful to me if you would complete the following basic information and email it back to me before our first session. Save this form to your desktop before beginning to fill it out, or changes will be lost.

Name:	
Street Address:	
City/State:	
Country: Zip or Postal code:	
Email of Choice:	
Phone of Choice:	
Fax:	
Name of Employer and Position:	
Name of Spouse/ Significant Other:	
Name and Ages of Children:	
What is the most important thing that I should know about you right now:	



## STATEMENT OF INTENT

All coaching services delivered by J. Cole Thomas, utilizing principles, methods and tools of the Martha 10thletter LLC, are meant to challenge, uplift, and support you psychologically. However, coaching is not psychotherapy. If you feel psychologically stressed to the point that it is interfering with your ability to function, please have the courage to seek the help you need in the form of a professional counselor. Life coaching may augment your therapy, but the work of coaching is meant to be done when major emotional and psychological wounds are already healing or healed. In that spirit, please read the following and sign below should you agree to each statement and wish to proceed:

- I understand that the life coaching services I will be receiving from J. Thomas are not offered as a substitute for mental health care. I also understand that my coach, J. Thomas, is not acting as a psychotherapist, and does not purport to offer mental health care.
- I understand that my coach will maintain the confidentiality of our communications only to the extent defined by the laws of the states in which each of us resides.
- I understand and agree that I am fully responsible for my well being during my coaching sessions, and subsequently, including my choices and decisions.
- I understand that all comments and ideas offered by my coach are solely for the purpose of aiding me in achieving my defined goals. I have the ability to give my informed consent, and hereby give such consent to my coach to assist me in achieving such goals.
- I hereby release, waive, acquit and forever discharge J. Cole Thomas and 10thletter, LLC, their agents, successors, assigns, personal representatives, executors, heirs and employees from every claim, suit action, demand or right to compensation for damages I may claim to have or that I may have arising out of actions, omissions, or commissions taken by myself or by 10thletter LLC as a result of the advice given by my coach or otherwise resulting from the coaching relationship contemplated hereunder. I further declare and represent that no promise, inducement or agreement not herein expressed has been made to me to enter into this release. The release made pursuant to this paragraph shall bind my heirs, executors, personal representatives, successors, assigns, and agents.

I have read the statements above and I understand and agree with the points contained therein:

Client Signature and Date



## CONFIDENTIALITY AGREEMENT

The conversations that we have within our coaching sessions are confidential and will be protected as such. Information will be shared outside of our sessions only with your written consent or in the event that a Court Judge demands it, however, the following are instances where I would be obligated by law to break our confidentiality agreement without your permission:

- If it is assessed during your participation in coaching sessions that abuse or neglect of children or elders is occurring.
- If in my presence you threaten to kill or harm another individual, and I am convinced that you will act on this threat, or that you may lose control of your actions.
- If at any time during the course of our sessions, I determine that you are a danger to yourself, I will inform you of that opinion and make every effort to keep you from endangering your life. In some cases this may include notifying the police or family members.

Responsibility Coach  
10thletter, LLC