



Coaching Logistics

Welcome! I am delighted to be your coach and look forward to supporting you in creating the career and life that you envision. Here is some important information that will ensure the logistics run smoothly, so that we can focus on your forward progress. If you have any questions or comments regarding these, we can discuss them further.

Commitment:

I'm assuming that you are hiring me as your coach because you want to make significant changes in your life. As your coach, I am 100% committed to you being powerful and successful and having the career and life you envision. If, at any time, the coaching isn't as productive as you would like or you would like to make changes in how we work together, please let me know.

Sessions:

You can choose to meet in person at my office, on the phone, or a combination of the two. As much as possible, we will schedule a set day of the week and time to meet on a regular basis. Generally speaking, this makes planning easier for both of us. If that doesn't work for you, we can schedule meetings on different days and times as needed. **If we are meeting via phone, please call me at your scheduled appointment time at: 505-469-0779.**

Schedule Changes:

Should you need to change your appointment time in any given week, I will do my best to reschedule during that week. If you are on vacation, we will spend more time before you leave or after you return. If I will be traveling, I will let you know in advance. Generally, we will either change our appointment time, or I will let you know where you can call me on the road. Please note that I have a 24 hour cancellation policy. Missing an appointment without notice is considered a paid appointment. That said, if you have an emergency, we will work around it.

Payments:

Payment for your Discovery Session is due at, or in advance of, the session. For your ongoing monthly sessions, payment is due by your first session of each month. Please make your checks payable to Be Me Better, LLC and mail them to:

Be Me Better, LLC
3736 Eubank Blvd NE Ste. B1
Albuquerque, NM 87111

Support between Sessions:

To make sure you have the right level of support, I am always accessible via telephone or email during the rest of the month for consultation, advice, emergencies...or if you want to share a success with me. I do not bill for additional time of this type but ask that you keep phone calls to five or 10 minutes, please. Also, feel free to use my email and voicemail as often as you like.

Problems:

If I ever say or do something that upsets you and doesn't feel right, please bring it to the session. I promise to make you right for it and do what is necessary to have you be satisfied.

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www.bemebetter.com



Contact Information:

Phone: 505-293-2881

Fax: 888-506-2110

Email: herndonconsulting@gmail.com

Please sign and return a copy of this form via email.

Client Name

Date