



Agreements Regarding PAYMENTS, LATE ARRIVALS, CANCELLATIONS, AND NO-SHOWS

I understand that unanticipated events happen in all of our lives. Not just business meetings, project deadlines, flight delays, car problems, and illness in us or a family member, but also occasionally a felt urgency to take a breath and just STOP for a while. These are just a few of the reasons we might forget about, or consider cancelling or not showing up for an appointment.

Out of consideration for both of us, including respect for my time and resources, I ask you to make the following agreements with me:

- ▶ **You agree to remit payment for sessions at least 72 hours in advance**, and understand that unpaid appointments will be automatically cancelled and released to the public.
- ▶ **You agree to plan your day and travel time so that you can arrive at least 5 minutes before your scheduled appointment time.** This supports you in being relaxed and Present when your session begins, and ensures that you receive your full session time.
- ▶ **You agree that, if you arrive after your appointment start time, your session will still end at the scheduled time.** You agree to pay for the full amount of your scheduled session, regardless of when you arrive. (NOTE: If it works for my client and personal schedule to extend your session past the scheduled end time, I'll gladly offer this accommodation. When you arrive, I'll either reconfirm your scheduled end time, or adjust your end time as I'm able.)
- ▶ **You agree to provide at least 24 hours advance notice when cancelling or rescheduling an appointment** (at the email address or text number specified in your appointment confirmation email). This allows me an opportunity to use that time for other clients or projects, and in the case of in-person sessions prevents me from using gas and time resources to drive to and from my office, when I have no other need to be at the office at our appointed time.
- ▶ **You agree to pay the full session fee if you do not provide at least 24 hours advance notice of any cancellation or rescheduling.** This includes "no-shows," when no notice is given.

By scheduling a coaching session with me, you indicate your agreement to adhere to these policies.

I appreciate your consideration, respect, and partnership in ensuring our relationship contributes significantly to each of our well-being.

Warmly,

A handwritten signature in purple ink that reads "Vika".

