

# Client Contract

This Service Agreement is entered into and effective as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between \_\_\_\_\_ (“Client”).

In consideration of Client retaining Company to perform mentoring and coaching services, it is agreed as follows:

## 1. SCOPE OF (COACHING/MENTORING) SERVICES

Client hereby retains Kathryn Mussell to provide coaching services by purchasing \_\_\_\_\_.

(a) The \_\_\_\_\_ includes the following services:

i. private coaching

(b) Additional services, beyond those described above, will require additional fees to be discussed and agreed upon by the parties.

## 2. CLIENT DUTIES

(a) Compensation: In consideration for the services provided by Kathryn Mussell to Client as set forth in paragraph 1 above, Client agrees to pay Kathryn Mussell a flat project fee of \$\_\_\_\_\_. Kathryn’s obligation to render services hereunder is conditioned upon Client’s payment of said fee on a timely basis. Full payment of the total project fee (\$\_\_\_\_\_) is due upon commencement of the project. If said fee is not paid within 7 days of project commencement, a ten percent (10%) penalty fee will be assessed. Company reserves the right to withhold project delivery until all outstanding project fees and assessed penalties are paid in full.

OR

(a) Compensation: In consideration for the services provided by Kathryn Mussell to Client as set forth in paragraph 1 above, Client agrees to pay Kathryn Mussell a project fee, in full, of \$\_\_\_\_\_ upon commencement of coaching service contract for the duration of the \_\_\_ month contract. Kathryn’s obligation to render services hereunder is conditioned upon Client’s payment of said fee on a timely basis. Therefore, said fees are due on \_\_\_\_\_.

If said fee is not in receipt within 7 days of the due date, a ten percent (10%) penalty fee will be added to that month's retainer. Kathryn Mussell reserves the right to withhold project delivery until all outstanding project fees and assessed penalties are paid in full.

OR

(a) Compensation: In consideration for the services provided by Kathryn Mussell to Client as set forth in paragraph 1 above, Client agrees to pay Kathryn's hourly rate of \$\_\_\_\_\_ per hour to be billed immediately, or as otherwise agreed upon. Kathryn Mussell's obligation to render services hereunder is conditioned upon Client's payment of said fee on a timely basis. Therefore, said fees are due on the \_\_\_\_\_ day of the month. If said fee is not in receipt within 7 days of the due date, a ten percent (10%) penalty fee will be added to that month's retainer. Kathryn reserves the right to withhold project delivery until all outstanding project fees and assessed penalties are paid in full.

(b) Tools to be Provided by Client: Client agrees to provide all tools, information and documentation that may be required by Kathryn Mussell to effectively perform said responsibilities in connection with the performance of services.

### **3. Currency**

All sales are billed in USD.

### **4. Refund Policy**

All sales are final. KMW does not accept returns. All products, courses and programs, including coaching, are non-refundable.

### **5. Installment Payment Policy**

If applicable, we reserve the right to remove access to all groups, programs and materials should any automatic monthly payments decline or if payment is not received as outlined in the Client Contract.

Signature of Client/Date

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Signature of Kathryn Mussell/Date

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Kindly sign and date the above document and email to: [contact@kathrynmussell.com](mailto:contact@kathrynmussell.com)