



One-to-One Public Speaking Coaching Agreement

Vensa Coaching Ltd, the coach and client agree to the following:

- The coach will adequately prepare for each session.
- The client will prepare for each session and attempt to complete any take-away tasks set between sessions.
- Both the coach and client will attempt to adhere to arranged coaching times. Should either need to reschedule, they should do so by text, email, or phone, giving at least 24 hours notice.
- If the client misses, cancels or reschedules a session with less than 24 hours notice, the originally scheduled coaching time will still be billable. (In extenuating circumstances, Vensa Coaching may waive the fee for missed sessions.)
- If the coach is late to a session, the time will be made up at the client's convenience.
- If the client is late to a session, the missed minutes will be billable.
- Packages and booked sessions must be paid for in full, in advance.
- Payments can be made by cheque, bank transfer or credit/debit card.
- Should the need arise to rent a meeting room or practice space (excluding day use of Bank/Moorgate private members clubs in the week) the client will be informed of the option(s) available and the cost will be passed on to them.
- The coach will use the client's contact details to provide assistance over the course of the coaching relationship and Vensa Coaching may check in with them at a later date/dates to see if further assistance is required. (Data is held in accordance with a data processing policy, a copy of which can be obtained upon request.)

All parties will attempt to follow this agreement to the best of their abilities.