

Life Coaching Contract Template

A 12-clause coaching agreement you can copy, fill in the highlighted fields, and send to your clients. From the team at Paperbell.

This template is not legal advice. Coaching contracts have legal implications that vary by jurisdiction. Have a lawyer in your country or state review this agreement before using it with clients. Use it as a starting point — not a finished legal document.

How to use this template

1. Make a copy of this Google Doc (File → Make a copy).
2. Replace every [BRACKETED FIELD] with your own information.
3. Adjust any clauses to fit your coaching practice, package structure, and jurisdiction.
4. Have a lawyer review the final version before using it with clients.
5. Use an e-signature tool — or a coaching platform like Paperbell — to send and track signatures.

Made for coaches by Paperbell — the all-in-one coaching practice tool.

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COACHING AGREEMENT

This Coaching Agreement (the "Agreement") is entered into on [EFFECTIVE DATE] by and between [YOUR LEGAL NAME OR BUSINESS NAME] ("Coach") and [CLIENT FULL NAME] ("Client"). Coach and Client may be referred to individually as a "Party" and collectively as the "Parties."

1. Services

Coach agrees to provide coaching services to Client as described below (the "Services"):

- **Program name:** [PROGRAM OR PACKAGE NAME]
- **Number of sessions:** [NUMBER OF SESSIONS]
- **Session length:** [60 MINUTES / OTHER]
- **Session format:** [VIDEO CALL / PHONE / IN-PERSON]
- **Program duration:** [START DATE] to [END DATE]
- **Between-session support:** [E.G., EMAIL SUPPORT MON-FRI, RESPONSE WITHIN 24 HOURS]

2. Fees and Payment

Client agrees to pay Coach a total fee of [TOTAL FEE AMOUNT] for the Services, payable as follows:

- **Payment schedule:** [E.G., PAID IN FULL UPFRONT / 3 MONTHLY INSTALLMENTS OF \$X]
- **Payment method:** [CREDIT CARD / BANK TRANSFER / OTHER]

- **Late payment:** Payments more than [7 / 14] days past due may incur a late fee of [\$X OR X%]. Coach reserves the right to pause Services until payment is brought current.
- **Refunds:** Fees are [NON-REFUNDABLE / PARTIALLY REFUNDABLE PER THE TERMS BELOW]. [OPTIONAL: REFUND POLICY DETAILS]

3. Cancellation and Rescheduling

Either Party may cancel or reschedule a session with at least [24 / 48] hours' notice. Sessions cancelled with less notice may be forfeited at Coach's discretion.

If Coach must cancel, Coach will offer Client a reasonable alternative time at no additional cost. Client is responsible for attending sessions at the agreed-upon times.

4. Confidentiality

Both Parties agree to maintain the confidentiality of any information shared during coaching sessions. Coach will not disclose Client's personal information, session content, or identifying details to any third party without Client's written consent, except as required by law (for example, where Coach learns of imminent harm to Client or another person).

Client may share session content publicly at their own discretion.

5. Intellectual Property

All proprietary materials provided by Coach (workbooks, frameworks, exercises, recordings, and other intellectual property) remain the property of Coach. Client receives a limited, personal-use license to use these materials in connection with the Services. Client may not reproduce, distribute, or sell any of Coach's materials without prior written permission.

Notes, journal entries, and other content created by Client during coaching remain the property of

Client.

6. Coaching Scope and Limitations

The Parties acknowledge that coaching is a thought-partnership focused on growth, action, and accountability. Coaching is **not** therapy, counseling, psychotherapy, medical treatment, or mental health diagnosis. Coach is not a licensed therapist, doctor, or psychologist (unless explicitly stated and licensed accordingly).

Client agrees to seek qualified medical, mental health, legal, or financial advice from appropriate professionals when those needs arise. If at any point Coach believes Client would be better served by a licensed professional, Coach may refer Client and may pause or end the coaching engagement.

7. Limitation of Liability

Coach provides Services in good faith and using reasonable professional care, but does not guarantee any specific results. Client acknowledges that progress depends on Client's own actions, choices, and circumstances.

To the maximum extent permitted by law, Coach's total liability for any claim arising out of or related to this Agreement shall not exceed the total fees paid by Client under this Agreement. Coach is not liable for indirect, consequential, or incidental damages.

8. Indemnification

Client agrees to indemnify and hold Coach harmless from any claims, damages, or expenses arising out of Client's use of the Services, except where caused by Coach's gross negligence or

willful misconduct.

9. Termination

Either Party may end this Agreement at any time by giving the other Party [7 / 14] days' written notice. Upon termination:

- Client remains responsible for any sessions already delivered and any unpaid balance for sessions delivered to date.
- Coach may, at Coach's discretion, refund a prorated portion of any prepaid fees for undelivered sessions.
- Both Parties' confidentiality and intellectual property obligations survive termination.

10. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of [YOUR STATE/COUNTRY], without regard to its conflict-of-law principles.

11. Dispute Resolution

The Parties agree to attempt to resolve any dispute arising out of this Agreement through good-faith discussion first. If discussion fails, the Parties will attempt mediation through a neutral mediator before pursuing any other legal remedy. Each Party shall bear its own costs of mediation unless otherwise agreed.

12. Entire Agreement

This Agreement constitutes the entire agreement between the Parties regarding the Services and supersedes all prior discussions, agreements, or understandings, written or oral. Any

amendments must be in writing and signed by both Parties. If any provision of this Agreement is found unenforceable, the remaining provisions shall remain in full force and effect.

Signatures

COACH

Signature: _____

Name: [YOUR FULL LEGAL NAME]

Date: [DATE]

CLIENT

Signature: _____

Name: [CLIENT FULL LEGAL NAME]

Date: [DATE]

Want clients to sign your contract automatically when they book a session?

Paperbell handles contract signing alongside scheduling, payments, and program delivery — no separate e-signature tool required. [Start your free Paperbell account →](#)

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