



(coach@drmarek.com)

Welcome!

Welcome to our coaching relationship! There are few guidelines that I would like you to be aware to our collaboration effect. If you have any questions, please call me.

FEE

Clients pay for session in advance at the time of booking. Payment may be made by credit or debit card.

PROCEDURE

My clients call on time. Please come to the call session with updates on progress and current challenges. Let me know what you want to work on. Make copies of the enclosed client preparation form, and fax or e-mail a completed form before each call. The agenda of meetings is client generated and coach supported.

CALLS

Our agreement includes a set amount of calls. If you or I are on vacation, we spend more time before you/I leave and after you/I return.

CHANGES

My clients give me 24 hours' notice if they must cancel or reschedule a call. If you have an emergency, we will work around it. Otherwise, a missed session cannot be made up.

EXTRA TIME

You may call between sessions if you need "spot coaching", have a problem, or can't wait to share a win with me. You can also fax or e-mail me. I enjoy delivering this extra level of service. I do not bill for additional time of this type, but I ask that you please keep the extra calls to five or ten minutes. When you leave a message, let me know if you want a call back, or you are just sharing.