

THE **FULLY BOOKED** COACH

Please read all of these terms of service and then sign either print off and sign manually prior to returning. Or reply with a new email using *I agree to your terms of service* in the headline.

Any advice is given in good faith and without prejudice and must be deemed appropriate by the client. If any doubt exists please ask for clarification.

Unless otherwise agreed in writing, payment is due in full no less than 72 hours prior to commencement of coaching.

All times given are in UK time. If you are in a different time zone, please ensure you calculate the time local to where you are taking the call.

Please note that I may use the acronyms of GMT and BST. GMT stands for Greenwich Mean Time and runs from October to March. BST stands for British Summer Time runs for the rest of the time.

If you are late for an appointment please understand that as a courtesy to other clients, we may still need to finish at the agreed time.

However, if you have not made yourself available within 15 minutes of our agreed start time, I will presume you have cancelled, and that session will have been used.

Payment is to be made through PayPal or Stripe (or as otherwise agreed).

Cancellations within 48-hours or 'no-shows' are subject to full payment and this includes the first session. Please email or call me on 07761 143 477 to advise cancellations and do NOT text me or use any messenger service.

Cancellation of the coaching contract prior to coaching commencement and within 72-hours of the agreed start date will be subject to a £250 charge for the agreed upon session.

Cancellation outside of 72-hours before the first session will result in a full refund minus £150.

Refunds for any unused sessions will be calculated at the package price minus £250 for every used, part used, or session that has been cancelled within 48-hours of the agreed upon time.

There are no refunds for the Taster Package once payment is made and outside of 72-hours.

There are no refunds on monthly contracts including any initial payment.

There are no refunds for any special offer packages unless it is I who cancel.

Any work I do in between sessions such as help with copywriting and SEO will be allocated accordingly against the sessions you have purchased.

Important: Coaching cannot commence until this form is signed and e-mailed to tim@thefullybookedcoach.com or an email has been sent agreeing to its contents.

If you are in any doubt about anything on this form, please ask BEFORE signing.

I acknowledge that I have read and agree to the terms of service.

Name

Date

Sign _____
