

Please read all of these terms of service and then sign either print off and sign manually prior to returning. Or you may reply with a new email using *I agree to your terms of service* in the headline. If you choose the latter option, please save a copy of the terms of service for your future reference.

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.

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.

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.

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 £100.

Refunds for any unused sessions will be calculated at the package price minus £250 for every session 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 if cancelled inside minimum term of four months for the Partner Package and three months for the Platinum Package.

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

The Partner Package allows for 1 -session of up to 75 minutes each week. Sessions can be working together on a call, or me doing any behind the scenes work on your behalf such as copywriting, SEO, research etc. In the latter case, all time will be logged.

For the Partner Package sessions can be combined at my discretion/availability during the month they are valid but cannot be rolled over into the following month or beyond.

The exception to the above is if I am unavailable, in which case the time can be carried forward.

The Platinum Package allows for 1 -session of up to 60 minutes alternate weeks. Sessions can be working together on a call, or me doing any behind the scenes work on your behalf such as copywriting, SEO, research etc. In the latter case, all time will be logged.

For the Platinum Package sessions can be combined at my discretion/availability during the month they are valid but cannot be rolled over into the following month or beyond.

The exception to the above is if I am unavailable, in which case the time can be carried forward.

Ways I can accept payment in the order of preference:

In the UK

* Via BACs on receipt of invoice
* Via PayPal if you want to use a PayPal account, or a credit card
* Via Stripe for credit card if you are unable to use PayPal

Please note: I am not VAT registered.

Outside the UK

* Via a SIWFT transfer to my UK bank account on receipt of invoice
* Via a SWIFT to my Wise account Important on receipt of money request
* Via PayPal if you want to use a PayPal account or credit card
* Via Stripe for credit card if you are unable to use PayPal

If you are sending payment from outside the UK, you may want to consider opening a **Wise** account as they are by far the cheapest option.

[If you use this link](https://wise.com/invite/u/timothyb1222), you will be charged zero cost on your first transaction of up to $600.

I also potentially earn if you use it three times. Win/win!

**Unless we have already agreed, please advise which option is most suitable for you.**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

