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# Introduction and Purpose

## Introduction

This Life Coaching Agreement ("Agreement") is made and entered into as of August 9, 2025, by and between DocuPal Demo, LLC, a limited liability company organized under the laws of the United States, with its principal place of business at 23 Main St, Anytown, CA 90210 ("DocuPal Demo"), and Acme, Inc, a business entity organized under the laws of the United States, with its principal place of business at 3751 Illinois Avenue, Wilsonville, Oregon - 97070 ("ACME-1").

## Purpose of Agreement

This Agreement outlines the terms and conditions under which DocuPal Demo will provide life coaching services to ACME-1. It establishes a professional and collaborative coaching relationship aimed at facilitating ACME-1's personal and professional development. This includes defining the scope of services, deliverables, fees, payment terms, session scheduling, confidentiality, and termination conditions. Both parties enter into this agreement with the intention of fostering a mutually beneficial partnership.

## Description of Coaching Services

DocuPal Demo, LLC will provide life coaching services to ACME-1. The coaching will focus on helping ACME-1 achieve specific goals and improve overall well-being.

## Coaching Focus Areas

Our coaching addresses these key areas:

- **Goal Setting:** We will collaborate to define clear, achievable goals. We'll then develop strategies to help ACME-1 reach these goals.
- **Personal Development:** Coaching will support ACME-1 in improving self-awareness and building confidence. We will work on enhancing decision-making skills.



- **Career Advancement:** We will explore opportunities for career growth within ACME-1. Coaching includes strategies for professional development and advancement.
- **Work-Life Balance:** Coaching will assist ACME-1 in creating a healthier balance between work and personal life. The aim is to reduce stress and improve overall satisfaction.

## Coaching Format and Frequency

Coaching sessions will be conducted [Insert format, e.g., virtually via video conference]. Sessions will be [Insert frequency, e.g., weekly] and last approximately [Insert duration, e.g., 60 minutes]. The specific schedule will be mutually agreed upon.

## Expected Outcomes

Through our coaching program, ACME-1 can expect to see:

- Improved ability to set and achieve goals.
- Enhanced skills in making effective decisions.
- Increased self-awareness and personal growth.
- A more balanced and fulfilling lifestyle.
- Greater clarity and direction in career pursuits.

We will regularly assess progress toward these outcomes. This ensures the coaching remains aligned with ACME-1's evolving needs.

## Payment Terms and Fees

The following outlines the fees associated with the life coaching services provided by DocuPal Demo, LLC to ACME-1. It also details the payment schedule and related policies.

### Coaching Fees

The fee for each coaching session is \$200.



## Payment Schedule

ACME-1 will be invoiced monthly for all coaching sessions conducted during that period. Payment is due within 30 days of the invoice date.

## Accepted Payment Methods

DocuPal Demo, LLC accepts payments via bank transfer and credit card. Payment details will be provided on each invoice.

## Late Payment Policy

If payment is not received within 30 days of the invoice date, a late fee of 5% will be applied to the outstanding balance.

## Refund Policy

All fees paid are non-refundable.

## Typical Payment Structures

Here's a bar chart that illustrates typical payment structures for life coaching services.

# Session Scheduling and Cancellation Policy

## Scheduling

ACME-1 and Docupal Demo, LLC will schedule coaching sessions via email or phone. Docupal Demo, LLC will make every reasonable effort to accommodate ACME-1's scheduling preferences.



## Rescheduling

ACME-1 must provide at least 24 hours' notice to reschedule a coaching session. If sufficient notice is given, Docupal Demo, LLC will work with ACME-1 to find an alternative time for the session.

## Cancellation

ACME-1 must provide at least 24 hours' notice to cancel a coaching session. If ACME-1 cancels a session with less than 24 hours' notice, or fails to attend a scheduled session, ACME-1 will be charged the full fee for the session. Exceptions to this policy may be made in cases of emergency or unavoidable circumstances, at the sole discretion of Docupal Demo, LLC.

# Confidentiality and Privacy

Docupal Demo, LLC and ACME-1 recognize the importance of protecting confidential information. This section outlines our commitment to maintaining your privacy and the confidentiality of our coaching sessions.

## Confidentiality Obligations

Both Docupal Demo, LLC and ACME-1 agree to hold all information shared during coaching sessions in strict confidence. This includes, but is not limited to, personal and professional details, business strategies, and any other sensitive information disclosed during our interactions. Neither party will disclose this information to any third party, unless required by law.

## Data Protection

ACME-1's data is stored securely and is accessible only to authorized personnel of Docupal Demo, LLC. We have implemented appropriate technical and organizational measures to protect your data against unauthorized access, loss, or alteration. We are committed to maintaining the privacy and security of your information throughout our coaching relationship.



# Roles and Responsibilities

This section outlines the roles, responsibilities, and expectations of both DocuPal Demo, LLC, as the coach, and Acme, Inc (ACME-1), as the client, during this life coaching engagement.

## Coach's Responsibilities

DocuPal Demo, LLC will provide expert guidance and support to ACME-1. We will offer tools and resources designed to help ACME-1 achieve their stated goals. Our coaching will be tailored to ACME-1's specific needs and objectives. We commit to maintaining a professional and supportive coaching environment throughout the engagement.

## Client's Responsibilities

ACME-1 is expected to actively participate in all coaching sessions. This includes completing assigned tasks and exercises between sessions. Open and honest communication with DocuPal Demo, LLC is crucial for a successful coaching relationship. ACME-1's commitment to the coaching process is essential for achieving desired outcomes.

# Dispute Resolution

DocuPal Demo, LLC and ACME-1 agree to resolve any disputes through good-faith negotiation. Both parties will initially attempt to resolve disagreements arising from this agreement through direct and open communication.

## Mediation

If negotiation does not successfully resolve the dispute, DocuPal Demo, LLC and ACME-1 agree to pursue mediation. The parties will mutually select a mediator. The mediation will occur in Anytown, CA unless both parties agree to an alternative location. Both parties will share the costs of mediation equally.





# Termination Conditions

This Agreement may be terminated by either Docupal Demo, LLC or ACME-1 under the following conditions. Termination requires a written notice delivered thirty (30) days prior to the intended termination date.

## Grounds for Termination

This Agreement may be terminated immediately by either party in the event of a material breach of the terms outlined herein. Unethical behavior on the part of either party also constitutes grounds for immediate termination. Failure to adhere to the duties and obligations as defined in this Agreement will also be considered grounds for termination.

# Miscellaneous Provisions

## Governing Law

This Agreement will be governed by and interpreted according to the laws of the State of California, without regard to its conflict of laws principles.

## Amendments

Any changes to this Agreement must be made in writing. Both Docupal Demo, LLC and ACME-1 must sign the amended document for it to be valid.

## Entire Agreement

This Agreement contains all the terms agreed upon by the parties. It supersedes all prior discussions and agreements about the coaching services.

