

**New Client Form-Private Client**

Name: \_\_\_\_\_

**Personal Data**

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Professional Data**

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Contact Information**

Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Referred By: \_\_\_\_\_

**Credit Card Information (American Express, VISA, MasterCard).** All clients must have credit card information on file to hold appointment times for coaching sessions and telephone consultations. Payment is due in full at time of service by **check or credit card** for in-person sessions. Fees for **tele-sessions** and **coach on call** services will automatically be charged to the account noted on this form. Scheduled appointments must be canceled at least 24 hours in advance or you will be charged in full for the scheduled session. Monday appointments must be cancelled no later than 5:00 pm on Friday.

- I understand that appointments not cancelled within 24 hours as stated above will be charged in full to my credit card and that **NO REFUNDS** will be issued. I also understand that any payment, whether credit card or check, is subject to a non-refundable \$50.00 handling fee if the card is declined or a check is returned. Credit card disputes must be handled directly with coach for appropriate refund or adjustment to be made by coach/company and all chargebacks are subject to a non-refundable fee of \$50.00 per transaction.

**Credit Card:**  American Express  Visa  MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Signature: \_\_\_\_\_

Billing address: \_\_\_\_\_

**Please provide billing address if different from home address**