

COACHING AGREEMENT

DATE:	16 July 2020
TO:	
ADDRESS:	

The following document explains how we charge, and the terms of our engagement with you. Below is a summary.

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1 DISCLOSURE

This document discloses information about the costs of our services and the cost. All rates and charges in this document are GST exclusive unless otherwise stated. Where the service provided is subject to GST, GST of 10% will be added and charged to you.

1.1 Estimates

- (a) We will give you an estimate of costs and we will charge you the amount in the estimate unless:
 - (i) You ask us to do more work, or different work to what was agreed when we made the estimate.
 - (ii) The work becomes more complex than what we thought at the time we made the estimate.
 - (iii) If either of these things occur, we will tell you first and give you the opportunity to cancel your agreement with us. On termination, Clause **Error! Reference source not found.** of our Fee Agreement will apply.

1.2 Time based billing

- (a) We estimate our costs based on the time it takes us to do the work. The more work we do, the more it costs.
- (b) We have disclosed our hourly fees below. These are also the fees we charge when we tell you the work is likely to be more expensive than our initial estimate, and you ask us to proceed anyway.

1.3 Professional Fees

- (a) We will charge you professional fees for the work we do based on the following hourly rates. Different rates apply depending on the expertise and skill of the person doing the work: