

# *Victoria's Business Services*

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## **Business or Law Firm Coaching Agreement**

### **General Understanding of a Business Coach**

The concept of a business coach is not new. Prior to 2005, if a person wanted to start a new business or open up a law practice, they often worked as an apprentice under an experienced mentor. However, today, few professionals have the time to invest in these previous training methods. This is why business owners and attorneys hire experienced and professional business coaches.

### **General Definition of a Services**

The services provided by Victoria Ring and Victoria's Business Services include coaching, telecoaching or webcoaching on topics decided jointly with the client. The purpose of coaching is to develop and implement strategies to help the client reach personally identified goals of enhanced performance in their business or law firm. Coaching may address a wide variety of goals including specific marketing and operational procedures to increase profits; including methods to increase efficiency within the business or law firm structure and implementation of those techniques.

### **General Goals of a Business and Law Firm Coach**

The general goals of hiring a business coach is to: (1) save the client's business or law firm hundreds of thousands of dollars; and (2) save the clients business or law firm a great deal of time spent making mistakes and learning from them. A business coach will take a client's business or law firm from Step 1 to Step 151 in just a few days and keep them focused until the goals are achieved.

### **Costs and Payment Procedures**

#### Coaching at Client's Business or Law Firm

\$875.00 - 1 Day, 7 Hours

\$765.00 - per day, 2 Days, 14 Hours

\$675.00 - per day, 3 Days, 21 Hours

Plus transportation and hotel charges

Payment due: Transportation and hotel charges due before departure; balance due on last day of coaching

Coaching at Coach's Locations: Denver, Colorado Springs or Westcliffe, Colorado

\$875.00 - 1 Day, 7 Hours

\$765.00 - per day, 2 Days, 14 Hours

\$675.00 - per day, 3 Days, 21 Hours

Payment due: Last day of coaching

Telecoaching and Webcoaching

In order to maximize the effectiveness of the tools put into place for the client's business or law firm we recommend a minimum of 90 days of additional remote training at the following rates:

\$125.00 per hour for telecoaching (telephone consulting)

\$175.00 per hour for webcoaching (visual training via the internet)

Payment due: The client is not required to use the entire hour at one time. Instead, they may use telecoaching and webcoaching services whenever needed. The client will be invoiced monthly for the time they have used. Payment is due within 10 days of receipt.

**Bankruptcy Petition Reviews for Law Firms**

The fastest training method for bankruptcy attorneys in the preparation of a Chapter 7 or 13 bankruptcy petition is through our exclusive Bankruptcy Petition Reviews.

Step 1: The client will prepare the bankruptcy petition as complete as possible in their bankruptcy software program.

Step 2: The client will send the file to the coach for review.

Step 3: The coach communicate telephonically or via the internet with the client by going through every Form and Schedule of the petition. During the process the coach will point out problems and issues to improve the client's petition prior to filing.

Step 4: The coach will prepare a Summary Sheet that provides the client with a list of the problems and issues to ensure each one is addressed before filing the bankruptcy petition.

Bankruptcy Petition Reviews will greatly improve the client's bankruptcy petition skills. And because the client is revising the petition they learn much more effectively.

Cost: \$175.00 for a Chapter 7 and \$275.00 for a Chapter 13 with Plan

### **Telecoaching**

The coach will contact the client at the prearranged time and telephone number as scheduled. If requested, the phone call can be recorded for the client to download and keep as a permanent record of the information provided in the telecoaching.

This service is normally provided to one person. If additional staff members are added to the telecoaching session, the standard hourly rate of \$125.00 will be charged per additional staff member or attendee.

### **Webcoaching**

The client will be provided with a web address for attending a visual coaching session. The coach will contact the client at the prearranged time and provide training in any subject matter offered. These sessions may be viewed by any member of the client's staff but if staff members wish to ask questions and receive additional training, the standard fee of \$175.00 per hour will be charged per participating staff member or attendee.

### **Confidentiality**

As a certified paralegal and business coach, Victoria Ring and Victoria's Business Services protect the confidentiality of the communications with all clients, including coaching clients. We will only release information to others with the client's written permission, or if we are required to do so by a court order.

Unfortunately, it is impossible to fully protect the confidentiality of information that is transmitted electronically. This is particularly true of email and other information stored on computers connected to the internet, and if a cordless or cell phone is utilized.

However, as an authorized credit card merchant Victoria Ring and Victoria's Business Services have purchased an SSL (secure sockets layer) which provides our clients with \$1 million in identify theft coverage when using their VISA or Mastercard to pay for purchases.

### **Coaching Commitment**

It is important to understand that coaching is a professional relationship. While it may feel at times like a close personal relationship, it is not one that can extend beyond professional boundaries, either during or after working together. Considerable experience demonstrates that when boundaries blur, the hard-won benefits gained from the coaching relationship are endangered.

As the client's coach, our job is to help the client take information and skills they already have and make decisions about which changes they would like to make. Together, the client and

business or law firm coach will develop a business or law firm Action Plan in order to implement those changes and assist the client in developing strategies to maintain those changes.

The client will set the agenda for business or law firm coaching and the client's success will depend on their willingness to define and take risks and try new approaches. The client will be able to expect the coach to be honest and direct, asking straightforward questions and using challenging techniques to help the client move forward to their goal. The client is expected to evaluate their own progress and if the coaching is not working to their satisfaction they should immediately inform their coach so that both can take steps to correct the problem. Like any human endeavour, coaching will involve feelings of frustration that can accompany the process of change. It is impossible for any coaching to offer any guarantee of success.

### **Form, Publication and Website Development**

If form, publication and website development work is performed during the initial training process (the client's location or the coach's); there is no additional charge. However, if these services are performed outside the initial training process there will be an additional fee.

Form, publication and website development includes development of new business forms, PDF form fillables, internet conversions and downloads of documents, development of brochures, business cards, flyers and other marketing materials including development of the business or law firm website and training the client how to maintain the website if requested.

Cost: \$50.00 per hour

Ongoing website maintenance fee: \$99.00 per month (includes revisions and updates to website as well as ongoing submission to search engines and other online directories)

Payment due: The client is invoiced monthly for the time used. Payment is due within 10 days of receipt.

### **Mutual Nondisclosure**

The client and business or law firm coach mutually recognize that they may discuss future plans, business affairs, customer lists, financial information, job information, goals, personal information and other private information. The coach will not voluntarily communicate the client's information to a third party. In order to honor and protect the coach's intellectual property, the client likewise agrees not to disclose or communicate information about the coach's practice, materials or methods to any third parties.

*(This is a sample Agreement for informational purposes only. Clients are provided with a personalized Agreement prior to the coach providing services.)*