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

Address:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LinkedIn URL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Service** | **Rate** | **Choice** |
| **Hourly Rate** | $100/hr |  |
| **3-session Package (**10% discount on hourly billing; requires up-front payment) | $270 Total |  |
| **Resume Package** (1/2 deposit due before 1st session; 1/2 due after 3rd session or completion) | $600 Total. |  |

Getstart-ed & Ed Lawrence will provide career coaching (e.g., career goals, communication skills, personality assessments) and/or career communications (e.g., resumes, cover letters, LinkedIn profiles) for the Client named at the bottom of this *Agreement*.

1. **Confidentiality**: All personal Client information, session content, and deliverables (goods or services) are strictly confidential, except in situations where such confidentiality would violate the law or cause harm.
2. **Session Policies**:
   1. Sessions shall be delivered at a mutually agreed upon time and place, and will be billed at the rate indicated on this *Agreement* and initialed by the Client.
   2. Client agrees to pay outstanding fees in accordance with this *Agreement*.
3. **Fees**:
   1. Initial sessions must be paid in advance and subsequent session payments are due upon completion of each session.
   2. If the Client cancels a session with less than 3 hours’ notice, they will pay a cancellation fee equaling 1/2 the fee for the session (e.g., a $100/hr session would incur a $50 cancellation fee).
   3. If Getstart-ed determines any work is required in the form of extra sessions or work between sessions, Getstart-ed will first secure the Client’s written permission, and such work will be billed at the contracted session rate.
   4. All time billed shall be rounded up to the next ten-minute time period. Getstart-ed reserves the right to charge, prorate, or waive incremental fees at its own discretion.
4. **Payment Methods**: The Client agrees to pay using Venmo, PayPal, checks, or cash (US currency). Other payment methods must be mutually agreed upon and noted in this *Agreement*.
5. **Interactive Collaboration**: Getstart-ed will strive to provide the best possible services and documents for each Client. The Client shall supply all information requested by Getstart-ed and will collaborate in good faith with Getstart-ed to complete all deliverables.
6. **Liability**: The Client agrees that Getstart-ed and Ed Lawrence are not providing medical or psychological services, and that Getstart-ed cannot guarantee interviews or employment.
7. **Relationship Termination**: Either party may terminate this *Agreement* at any time, in which case (a) there shall be no future sessions, (b) the Client shall pay any outstanding fees, (c) Getstart-ed shall refund pre-payments less fees for work performed or for any administrative fees (e.g., PayPal or Venmo processing fees) incurred by Getstart-ed.
8. **Dispute Resolution**: Any disputes shall be resolved in a manner consistent with the laws of the State of Massachusetts.

**I fully understand this *Agreement* and agree to abide by its terms and conditions.**

Client signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Getstart-ed authorized signature: Edward Lawrence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_4/18/2022