

D'Arcy Vanderpool, MA, PCC

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Dear New Coaching Client:

Thank you for choosing me to be your coach. I am looking forward to working with you to accomplish your most important goals. We will design individual strategies to develop your potential, actualize your personal and business mission, and enhance the use of your strengths and talents. You also may receive targeted individualized assistance to understand and change what may be preventing you from reaching your goals.

Please complete the items [in this section](#) and return them to me by email or fax at your earliest convenience. The only form that you need not send to me is the Call Focus Form. This form is for you to fill out before each of our sessions to help you make best use of our time together. I would appreciate your emailing it to me before our sessions as it also helps me focus and get ready to work with you. I will keep the other forms in my records and I recommend you do the same. Soon we will develop the goals to work towards. We will return to the goal sheets from time to time to help you reflect on your progress and make adjustments when and where you think best.

We have agreed to meet _____ times per month at a cost of \$_____ per month. I am additionally available to you via email and fax, and I am happy to be in touch with you between appointments in this manner.

I request payment at the beginning of each month. Please fill out the enclosed Credit Card Authorization Form and fax back.

Our calls are scheduled for _____ from ____ to ____ AM/PM, Pacific Time. Call me at 702-243-4299 for our coaching calls, voicemail and other calls. I do check my voice mail and email regularly.

I am looking forward to getting started. In the meantime, do not hesitate to email, fax or call if I can be of any help!

Warmest regards,

D'Arcy

D'Arcy Vanderpool, PhD Candidate
Professional Certified Coach