Name: Telephone: 123-123-1234

City: city, State Zip Code: 12345 Email: name@place.com

Add to mailing list: [Y | N ] LinkedIn URL: https://www.linkedin.com/in/

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| --- | --- | --- |
| **Service** | **Rate** | **Choice** |
| **Hourly Rate** (requires up-front payment) | $125/hr |[ ]
| **3-session Package (**Requires up-front payment) | $335 Total |[ ]
| **Interview Package** (1/2 deposit due before 1st session; 1/2 due after 4th session | $500 total |[ ]
| **Resume Package** (1/2 deposit due before 1st session; 1/2 due after 3rd session or completion) | $600 Total. |[ ]
| **Career Transition Package** (1/2 deposit due before 1st session; 1/2 due after 4th session | $800 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 $120/hr session would incur a $60 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, credit card, 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: Click or tap to enter a date.

Client printed name: Click or tap here to enter text.

Getstart-ed authorized signature: Edward Lawrence\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_12/30/2022