

Welcome! I am very much looking forward to us working together.

These terms of service are intended to establish the foundation for our work.

Please provide your details below, fill in and sign the statement at the bottom of the last page and send the completed document back to me at [deboravanherpen@gmail.com](mailto:deboravanherpen@gmail.com), to acknowledge that you have reviewed, fully understood and agreed to the terms and conditions outlined in this agreement. Let me know if you have any questions.

AGREEMENT between Debora van Herpen/DvHCoaching (coach/therapist) and client:

<i>name:</i>	
<i>address:</i>	
<i>email address:</i>	
<i>phone number:</i>	

#### Nature of the working relationship & commitments

Our work together will be a partnership, in which we will work with your intentions of what to explore and accomplish. We will always work within your boundaries, so never hesitate to make requests and to let me know how I can best support you.

As therapist, I am committed to working with your interest in mind at all times, to being open and truthful without judgement, and to creating a safe, trusting space. With your permission we will explore your (earlier) experiences, perceptions, beliefs, emotions, bodily sensations, (old) patterns, your ways of thinking and acting. I appreciate your openness and honesty at all times.

I may sometimes interrupt, share observations or insights when I think this may be helpful. At any time, I see you as whole, resourceful and capable of making your own choices and decisions. I will not seek to impose my views and opinions, and will not advise or instruct you in any way.

As client, you are aware that through this process you will likely experience both empowering moments and moments that are more difficult. I will support you to become aware of your experiences and share them in our sessions as is needed. You understand that you are responsible for your own process, and for any outcomes resulting directly or indirectly from our sessions. You are prepared for possible shifts within all aspects of your life.

#### Sessions

Sessions are 1 hour long and will take place on Zoom, an invitation link will be sent out shortly before (15-30mins) each session. You can prepare for each session by formulating a question or intention for what you would like to work with.

### Pricing and Options - *Please select*

- 30 minutes consultation *free*
- 1 hour single session(s) *£85*
- 4 package (£75 per hour)\* *£300*
- 5 package (£70 per hour)\* *£350*
- 8 package (£65 per hour)\* *£520*

*\*(sessions to be used within six months from date of payment)*

If price is an issue, please inquire about availability of sessions on the basis of donation.

### Payment

Payment is to be made prior to each session. The fee is payable by electronic bank transfer or PayPal, see details below. Receipts/invoices can be supplied on request.

Bank transfer within the UK:

*Starling Bank*

*Debora van Herpen*

*Sort code: 60-83-71*

*Account number: 06321865*

International bank transfers:

*Starling Bank*

*Debora van Herpen*

*IBAN: GB61SRLG60837106321865*

*Swift/Bic: SRLGGB2L*

PayPal:

*deboravanherpen@gmail.com*

### Cancellation Policy

In the event that you need to change or cancel a scheduled session, I ask for at least 24 hours notice. I will do the same for you, if I ever have to reschedule or change a session.

I request that you be on time for our sessions. If for any reason you should arrive or call in within 10 minutes of the start time, the session will go ahead and end at the appointed time. Should you arrive more than 10 minutes after the start time of the session, the session will be cancelled and be non-refundable. If you miss a session completely without notice, I ask that we consider that session as having been held.

If I miss a session without notifying you, you will receive an additional session, in addition to rescheduling the cancelled session.

Prepaid packages are non-refundable once commenced and refunds are only accepted prior to the 24 hour cancellation period of the first session.

### Confidentiality and data

Trust is essential in our working relationship. All issues discussed remain private and confidential. Confidentiality would only be broken if legally required. I will keep your personal details and may

take notes after each session or consultation. For more information about how I protect your data, see the privacy notice on the website.

#### Accountability

I continue my professional development to maintain and improve my knowledge and skills. From time to time I discuss my work with colleagues and/or a supervisor. Colleagues/supervisors are bound by the same or a similar code of confidentiality as myself.

#### Termination

Both parties can terminate the agreement at all times. If one of us wishes to close the work together, we will preferably have at least one more session to ensure a careful completion. In case you have paid for a package of several sessions, any remaining sessions will be valid for six months after the last session or else the fee is forfeited.

I look forward to us working together. I wish our working relationship to be of benefit to you and the people around you.

With best wishes,

Debora van Herpen

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#### CLIENT STATEMENT

I have reviewed, fully understood and agreed to the terms and conditions outlined in these terms of service:

Date:	
Name client:	
Signature client:	