

Services Agreement

This Services Agreement (“Agreement”) is entered into on this _____ day of _____ 20____,
by and between:

Inspire Change (t/a Coach Education)

AND **Client Name:**

(hereinafter: the Service Provider)

Address: _____

Address: 16 Bandon Street, Frankton,

Hamilton 3204

Email: eske@inspirechange.nz

Email: _____

Phone: 0272633564

Phone: _____

1. Services

The Service Provider agrees to deliver the following services to the Client:

Start Date:

End Date:

Location: _____

2. Fee and Payment Terms

- **Fee:** The total fee for the services is \$_____ (*inclusive / exclusive* of GST).
- **Payment Schedule (tick the box that is applicable)**
 - 100% of the total fee is payable upon signing this Agreement.
 - 50% of the total fee is payable upon signing this Agreement with the remaining 50% due _____ weeks after commencement of the services. An additional 5% admin fee will be incurred.
 - Payments will be made in _____ number of instalments at an agreed upon date range. An additional 10% admin fee will be incurred.

- Payment is appreciated upon receipt of your invoice. The details to which payment can be made are: Coach Education, 01-0504-0940450-00, Reference: *Invoice number*.

3. Responsibilities

The Client agrees to:

- Provide all necessary information required for the Service Provider to deliver the agreed services.
- Communicate promptly and effectively with the Service Provider regarding any changes or issues.
- You and I both value our time. If a session needs to be rescheduled or cancelled, please provide at least 12 hours' notice. If this is not possible then we may ask you to pay for the session in full. Please arrive on time to make use of the whole session that is scheduled for you.

The Service Provider agrees to:

- Collect and analyse all information relevant to delivering the services safely and to a high standard,
- Ensure a safe and suitable environment for delivery of the services detailed above,
- Communicate promptly and effectively with the Client regarding any changes or issues.
- If for any reason a session needs to be rescheduled, a minimum of 12 hours notice will be provided.

4. Intellectual Property

All intellectual property associated with the services provided by the Service Provider shall remain the property of the Service Provider.

5. Limitation of Liability

The Service Provider shall not be held liable for:

- Any indirect, incidental, or consequential damages or injuries arising from the services.
- Delays or failures caused by circumstances beyond the Service Provider's reasonable control.

6. Termination

If for any reason either of us needs to terminate this agreement, please talk to me first.

Thereafter, either party may terminate this Agreement by providing 14 days' written notice. In the event of termination:

- The Client will pay for any services delivered up to the termination date.
- The Service Provider will refund any unearned fees for services not delivered.

8. General Provisions

- **Governing Law:** This Agreement is governed by the laws of New Zealand.
- **Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements.
- **Amendments:** Any amendments to this Agreement must be made in writing and signed by both parties.

9. Acceptance

By signing below, both parties agree to the terms outlined in this Agreement.

Service Provider

Client

Name:

Name:

Signature:

Signature:

Date:

Date:
