

This retainer relationship agreement between **NATHANIEL SCOTT, JR. as Coach, and** \_\_\_\_\_, **Client**, represents access to my advice, counsel, and coaching for you, personally, in your capacity of (Title) \_\_\_\_\_ and also for the following projects: \_\_\_\_\_.

**CONFIDENTIALITY:** As a matter of ethics, the Coach has the responsibility to maintain strict confidentiality about ALL personal information shared by the Client. The only exception is when the Client shares information that gives the Coach reasonable cause to believe there are threats of serious harm to the Client him/herself or others. The Coach is obligated report the situation to the proper agent.

**Trust is the essential element.** I will regard all of our discussions as strictly confidential, covered by non-disclosure agreements, and not to be repeated without your explicit permission. In return, you will keep me apprised of the effectiveness of my help and advice and suggest ways to improve our partnership at any time.

1. The retainer is for the Three - month period from \_\_\_\_\_ to \_\_\_\_\_.
2. Your access to me is unlimited during the retainer period and under our single fee. My business and personal contact information appear below for your exclusive use. You will provide me with personal and direct contacts to you to expedite our communications.
3. The retainer fee will be paid upon commencement and is non-refundable for any reason. However, you may request a "freeze" of the calendar at any time in intervals of thirty days, which will be added to the end of the retainer period. The ultimate limit of the retainer period will be \_\_\_\_\_ under any circumstances.
4. Any specific projects which you and I agree I might undertake on behalf of your company shall be in addition to this retainer arrangement and will require a separate set of objectives, metrics, and fees expressed in a separate proposal. We agree that a specific project is represented by an initiative that requires more than my advice and counsel to you, as indicated by a clear set of business objectives (for example, improved retention of sales talent) to be achieved. I will always suggest alternative methods to engage in such projects with internal resources or other third-party resources at your request.
5. During the month of \_\_\_\_\_, we will discuss the potential of extending the retainer for a similar period at its conclusion. Either of us may decline. If we both decide to proceed, that decision will be made by \_\_\_\_\_, so that I can allocate proper time. The new start date would be \_\_\_\_\_ or at the conclusion of any "freeze" time we have agreed on.
6. You and I will periodically review this working agreement as the retainer progresses and we learn from our work together. We will remain flexible, but we agree that any revisions or changes must be agreed on by both of us.
7. Any expenses incurred during the course of the retainer will be billed at the end of that calendar month as accrued and will be due upon receipt of the invoice.
8. The value of our relationship is in our personal, trusting, and unrestricted contact, not in frequency or onsite visits. Let's maximize our efficiency by phone, text, video, and email, and only meet personally at those times when we can best accomplish our objectives in person. This will reduce your expenses as well as maximize the flexibility of our interactions.
9. This agreement may be extended or terminated by mutual agreement. The coaching fee for the duration of this retainer relationship agreement is \$ 5000.00.

Our signatures on this agreement demonstrate the intent to fulfill the intentions and requests above, and reflects a complete understanding of the services to be provided. As a client, I understand and agree that I am fully responsible for my well-being during my coaching sessions, including my choices and decisions.

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date Nathaniel Scott**

\_\_\_\_\_  
**Date**