

Corporate Bookings

If you are booking telephone coaching on behalf of an organisation please read our terms of business below.

Number of sessions

We recommend that you initially book a minimum of six hours per person.

Coaching sessions will be valid for 12 months from date of booking. Unused coaching hours will not be refunded.

Payment

We will invoice you in full for the total number of coaching hours required prior to commencement of the coaching.

You can pay over the phone by card or by BACs transfer.

Each coaching call will be charged for the minimum time agreed when booked. Additional time will be charged up to the nearest half hour. Both the Client and the Coach will be responsible for managing the time.

Reporting

At the end of each month we will send the organisation a statement which will notify them of:

- The name of the person/s coached
- Date and time of the call
- Number of coaching hours used
- Number of total coaching hours remaining

We will not report on the content of the coaching conversation.

Confidentiality

We have a very strict confidentiality policy and we will NOT report back on the content of what has been discussed during the coaching conversations. Our only exception to this is when we regard the nature of the conversation to be illegal or potentially threaten people's safety. In these situations, we will notify the organisation and or relevant authorities.

Cancellation / missed calls

Should a Client cancel with less than two working days' notice of the planned call or miss a planned call, the agreed duration of the call will be logged as 'Cancelled Used'. No refund will be available.

Contact: gary@tailored-development.co.uk

M: 07814 873433 www.tailored-development.co.uk



You have 14 days from the date of purchase to cancel your booking. Only unused coaching hours will be refunded. After 14 days no refund will be available.

Three Way Agreements

We are open to working with three-way agreements. This is when the organisation requires the client to work on specific areas in return for payment of the coaching. Please ask us for more details as we have specific requirements relating to confidentiality and goal setting.



Contact: gary@tailored-development.co.uk

M: 07814 873433 www.tailored-development.co.uk

