New Client

In-Take Form



Ray LIFE COACHING

CONFIDENCE™

COMING-OUT

Client contact & preferences

RAYLIFECOACHING,LLC | RememberAuthenticYou

Only your contact information, how best to connect with you, and how to refer to you are needed for intake. Please provide at least one way to reach you. There are no personal-history, health, relationship, or goal questions to complete; we can explore what you choose to share during your discovery call or sessions.

Anything else you choose to share is optional. Your completed form will be saved in a protected, access-restricted Google Drive file, separate from the shareable blank form. The coaching agreement follows; its acknowledgment is separate from the intake questions.

Name you use

Email address (if this is a way to reach you)

Phone number (if this is a way to reach you)

Best way and best times to connect with you

How should I refer to you? Safe name / pronouns, or use my name only

Contact privacy: may I text, leave voicemail, or name RAY Life Coaching?

Please include any contact restrictions above. Pronoun labels are not required. You may email updates to **info@raylifecoaching.com** at any time.

2

Coaching agreement

RAYLIFECOACHING,LLC | RememberAuthentic You

What our work together can support

Coaching is a partnership between the Coach, Renee (Ray) Beyor (they/them) of RAY Life Coaching, LLC, and the Client:

Client name

Together, we explore what matters to you, the expectations and patterns shaping your choices, and the changes you want to practice in everyday life. Our work may include understanding relationship patterns, communicating needs, practicing consent and boundaries, and expressing yourself with greater confidence.

Coming out can mean sharing an identity with others. It can also mean recognizing a truth within yourself, questioning inherited assumptions, and choosing how you want to live.

My approach draws on compassionate communication, attachment-informed practices, consent, and body awareness. When useful, we may draw from my 7C's: **Consciousness, Communication, Care-Package, Containerize, Consistency, Calling, and Creativity.** We use practices that fit your goals and selected service; individualcoaching does not require completing every part of the framework.

Scope, responsibilities & support

Coaching supports reflection, accountability, insight, and intentional action. It is not therapy, crisis care, psychological treatment, medical care, or a substitute for legal or other qualified professional advice. Coaching does not diagnose, prevent, treat, or cure a mental disorder or medical disease. Seek independent professional guidance when needed; if you work with a mental health professional, the Coach recommends telling them about coaching.

The Client is responsible for creating and implementing their own physical, mental, and emotional wellbeing decisions, choices, actions, and results. As such, the Client agrees that the Coach is not and will not be liable for any actions or inaction, or for any direct or indirect result of any services provided by the Coach.

Participation & practice

Depending on your goals and service, I may offer reflection, communication practice, body awareness, movement, or creative exercises. I will explain an exercise and invite participation. You may ask questions, adapt it, decline it, pause, or stop at any time. A no, a maybe, or a request for more information is welcome. Between-session practice can be adjusted to your capacity and interests.

Sessions & communication

Your selected service

Your enrollment information identifies the selected service, session number and length, fee, materials, and included support. Follow-up resources and additional check-ins depend on that service and our written agreement. Additional sessions or services will be discussed before they are added. No daily messaging commitment isimplied.

Scheduling, cancellation & punctuality

Coaching sessions are provided by phone or video call. For the listed 60-minute in-person offering, the rate is $60 above the corresponding virtual tier. Your rate and arrangements are confirmed in advance and recorded in your Rate Choice & Support Addendum. For scheduling, discovery calls, or preference changes, email info@raylifecoaching.com. For a same-day delay, you may also text 860-253-2071.

For individual 1:1 appointments, cancel at least 72 hours before the start for a refund, or reschedule at least 24 hours ahead to transfer payment. Cancellations within 72 hours are nonrefundable. With less than 24 hours of notice or a missed session, payment cannot transfer unless the Coach agrees to an exception. Your email timestamp determines notice; no reply is needed. Other services follow their enrollment terms.

If the Client is 15 minutes late or more, the session is canceled and payment is forfeited, whether or not the Client gives notice. This is treated as a late cancellation or no-show; payment cannot be refunded or transferred. A new appointment requires a new payment.

Fees & ending services

Your rate and availability are confirmed through your discovery call, intake, and Rate Choice & Support Addendum before payment is processed or sessions are scheduled. Payment is then due before scheduling, through the payment instructions provided. Prices and offerings may change for future purchases.

You may choose not to continue services. You may receive a refund for an unused portion of your package, excluding digital materials or resources already delivered. Package value includes sessions, digital materials, recordings, and other media. Your enrollment information should identify these values and how an unused portion is calculated.

Between-session communication

Email and text may be used for scheduling and brief check-ins we have agreed to include. I typically respond within **1-3 business days**. Messages are not monitored continuously and are not a source of urgent support. For an emergency, contact emergency services. Topics needing more time or emotional exploration belong in a scheduled session; you may make notes to bring with you.

Social media comments and direct messages are not coaching services. RAY Life Coaching may limit or redirect between-session communication to maintain professional boundaries, emotional safety, and the integrity of our work.

Privacy & professional ethics

Confidentiality & records

Information shared in coaching is treated with care and confidentiality. Coaching does not have the same legally protected confidentiality as medical, legal, or licensed mental health services. The Coach will not disclose Client information without written permission, except when required by law or when safety concerns involve harm to oneself or others.

Your completed form will be kept in a protected, access-restricted Google Drive file. Please return it directly to the Coach; do not enter personal information into a publicly shared blank template. No online storage or communication method can be guaranteed completely secure.

The Coach will not publicly identify you or use your name, story, participation, testimonials, or recordings without separate written consent. Identifiable information for credential verification, mentorship, supervision, professional development, or consultation will require a separate explanation and written permission; signing this form does not provide a blanket release for those purposes.

Confidential information does not include information already known by the Coach before coaching; information that becomes public through no wrongdoing of the Coach; information lawfully received from a third party without aconfidentialitybreach; or informationrequired to be disclosed by law.

Community overlap & boundaries

To protect your privacy, I will not initiate greetings in public. You are welcome to say hello; I will respond warmly and keep conversation brief. In groups, I greet you as I do everyone else. Coaching topics belong in scheduled sessions; if raised elsewhere, I will stop the conversation and step away.

If a personal connection, dual relationship, or conflict of interest affects objectivity, emotional safety, trust, boundaries, or the effectiveness of coaching, either person may raise it. We may agree to adjustments, referrals, a pause, or discontinuation.

Good fit & referral

The Coach may pause, decline, discontinue, or refer out services when needs fall outside coaching; a conflict of interest interferes; coaching is no longer beneficial; professional boundaries are repeatedly violated; dependency replaces collaboration; or significant mental health, crisis, or safety needs call for another level of care. When appropriate,theCoach will communicate concerns respectfully and may suggest other support.

Limited liability

Except as expressly provided in this agreement, the Coach makes no guarantees or warranties, express or implied. In no event will the Coach be liable to the Client for consequential or special damages. This is the entire agreement of the parties and reflects a complete understanding of the parties with respect to the subject matter. This agreement supersedes all prior written and oral representations.

Consent & acknowledgment

RAYLIFECOACHING,LLC | RememberAuthenticYou

You can change your mind

You may change your contact preferences, decline or stop an activity, or withdraw recording consent at any time, without explanation or the Coach's approval. Tell me during a session or email info@raylifecoaching.com. Requests to stop an activity or recording are honored immediately.

Consent changes apply going forward and do not undo actions already taken with permission. Email requests to delete or restrict access to existing recordings so we can confirm what is possible.

You may stop coaching at any time; payment and cancellation terms still apply. For 1:1 appointments, cancel at least 72 hours ahead for a refund, or reschedule at least 24 hours ahead to transfer payment. Cancellations within 72 hours are nonrefundable. With less than 24 hours' notice, payment cannot transfer unless an exception is agreed upon.

Changes to fees, package contents, included support, or policy exceptions require mutual written agreement. See "Scheduling, cancellation & punctuality" for full details.

Optional recording choice

Recordings, if offered, are for your private reference. Leaving this choice blank means **no recording**. Permission for your own use does not authorize professional review, credentialing, training, educational, or promotional use. Any such use requires a separate request describing the material, purpose, and who would have access, plus your written permission.

Private-reference sessionrecordings(optional)

No selection - do not record

Recordings shared with you are for personal use and may not be publicly distributed, reposted, altered, or shared withoutwrittenpermissionfrom RAY Life Coaching.

Agreement acknowledgment

By signing below, I intend to sign this coaching agreement and the confirmed Rate Choice & Support Addendum recording my fee and agreed support. Extra-support requests are optional. Signing does not grant recording or publicity consent.

Client signature

Date

Use your PDF app's Fill & Sign tool to draw, type, or insert your signature.

Privacy policy | Terms of use

Refund policy: www.raylifecoaching.com/refund-policy

6