YOUR  
LOGO

**COMPANY NAME**

ONLINE COACHING PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Name or Business Name] for your coaching needs. We provide personalized, results-driven online coaching designed to help clients meet their goals in health, business, or personal development—wherever they are.  
  
This proposal outlines how we will support [Client Name] through a structured virtual coaching program.

# Client Goals

[Client Name] is seeking online coaching to achieve goals related to [fitness, wellness, business, productivity, mindset, life balance, etc.].

# Proposed Coaching Plan

We propose a tailored coaching program that includes:  
  
- Goal-setting and assessment  
- Scheduled virtual sessions  
- Personalized resources and tools  
- Weekly accountability check-ins  
- Progress tracking and support

# Scope of Work

Our online coaching services include:  
  
- Initial consultation and onboarding  
- [X] virtual coaching sessions per month  
- Customized action plans  
- Email or chat support between sessions  
- Periodic progress reviews and adjustments

# Timeline

Estimated timeline and program milestones:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Onboarding | Initial session and goal setting | [Start Date] |
| Coaching Phase | Weekly/biweekly sessions and follow-ups | [Ongoing] |
| Review | Midpoint check-in and plan adjustments | [Midpoint] |
| Completion | Final session and outcomes review | [End Date] |

# Pricing

Coaching package pricing and options:

|  |  |  |
| --- | --- | --- |
| Package | Details | Cost |
| Basic | 4 sessions/month + support | [Amount] |
| Premium | 8 sessions/month + support & resources | [Amount] |
| Custom Plan | Tailored schedule and features | [Amount] |
| Total |  | [Total] |

# About Me

[Your Name] is a certified coach with [X] years of experience helping clients make meaningful progress through structured coaching.  
  
- Credentials: [Certified Life Coach, ICF, CPT, etc.]  
- Focus Areas: [Productivity, wellness, business, relationships, etc.]  
- Philosophy: Clear goals, consistent support, lasting results

# Testimonials

Testimonial:  
“[Your Name] helped me stay focused and break through obstacles. I’ve made more progress in 3 months than I did in the last year.” — [Client Name]

# Terms and Conditions

Payment Terms: Packages billed monthly or upfront.  
Cancellations: 24-hour notice required for session changes.  
Confidentiality: Coaching sessions are private and client information is protected.  
Technology: Sessions held via Zoom, Google Meet, or preferred platform.

# Acceptance

To begin the online coaching program, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_