

## EXAMPLE CLIENT INVOICE

Clare Galloway for The Divine Creative Mentoring Programme

INVOICE

number

ISSUED

date

DUE DATE

date

FROM

Clare Galloway

TO

*client name*

ITEM	QUANTITY	PRICE	TOTAL
THE DIVINE CREATIVE mentoring programme <ul style="list-style-type: none"><li>1 calendar month of 2-4 weekly 1 hr online sessions: 9-18 hours of engagement, depending on your needs</li><li>WhatsApp voice messaging and email access to mentor, throughout this month</li><li>Complimentary access to The School of Real Art <a href="#">raw version</a> – over 70 video lessons and art talks, worksheets and podcasts, to work through at your pace – valued at €1,952</li></ul>	1	€1800	€1800
		subtotal	
		discount	
		tax	
		TOTAL	

## NOTES

### COMMITMENT

If the accompanying contract to this invoice remains unsigned, the client understands that the receipt of the first payment by the mentor will be taken as agreement to the contents therein. Both parties (client and mentor) agree to abide by the timetable organised between us, to attend punctually and to stay for the duration of each meeting. We also agree (client and mentor) to be fully present to the very best of our ability: to make space, dedicating our full energy and focus to both meetings, and to the intentions/ actions spoken about in our meetings.

### CONFIDENTIALITY

This invoice is considered a mutual non-disclosure agreement. Both parties agree not to reveal - nor to make use of - any information learned during discussions and communications throughout the duration of this programme.

### DISCLAIMER

The client understands that the mentor is not an agent, publicist, accountant, financial planner, lawyer, therapist, or any other licensed or registered professional. Coaching, which is neither directive advice, counselling, nor therapy, may address overall goals, specific projects, or general conditions in the client's life or profession. Coaching services may however include setting priorities, establishing goals, identifying resources, brainstorming, creating action plans, strategizing, asking clarifying questions, and providing models, examples, and in-the-moment skills or training.

### REFUNDS

The client is responsible for full payment of fees for the entire program, whether the client completes the program or not. No refunds will be issued, unless an accident or a debilitating illness get in the way of the client continuing – in which case, a partial refund may be mutually-agreed, according to the stage in the mentoring that has been reached. Any decision to leave the mentoring agreement must be made in writing, in detail, and emailed to [tdc@claregalloway.com](mailto:tdc@claregalloway.com) as soon as is physically possible, as any refund will be dated from the receipt (within office hours) of this communication.

### NON-DISCLOSURE OF COMPANY MATERIALS

All material given to the client in the course of the client's work with the mentor is copyrighted and developed specifically for the programme. The client agrees that such proprietary material is solely for the client's personal use. Any disclosure to any third party is against the agreement of our contract. In particular, the client is not authorised to use any of the mentor's intellectual property for the client's business purposes. All intellectual property, including the mentor's copyrighted programme and/or course materials, shall remain the sole property of the mentor. No license to sell or distribute the mentor's materials is granted or implied.