



## LIFE COACHING AND PROFESSIONAL ORGANIZING SERVICES

### **Welcome !**

Congratulations on moving forward into your journey of “change”. This means you have now set up your account and ready to begin! We’re very excited to start our new coaching relationship!

This is the Client Intake Packet. In this packet are some forms and information to get the process going. Also, feel free to call us with any questions you may have.

Be sure to complete and return to us the Client Information Form, Intake Questionnaire and Photo Consent Form to our **private e-mail**; which is [private@hearttoheartlifecoaching.com](mailto:private@hearttoheartlifecoaching.com) or fax them to our **private fax** number 224-225-9404.

After we have received your forms, we will be sending you an email with the subject title “Getting to Know You” and letting you know that we have received all forms from the Client Intake Packet. Also giving you access to the “Getting to Know You” forms. Just log in to your account again and they will be there for you.

Your coaching session is *for and all about you*. Each session we will work in the areas, which are most important to you....your challenges, triumphs, ideas, fears, and whatever else there may be.

If you schedule an In-Office appointment, we will be taking your picture just for our files. If we are having a Virtual appointment, we ask you to email us a current picture of yourself. This way if you call us in the distant future for more coaching, we can put a name with a face.

Look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Sherie Bergman".

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