



Billing Agreement

Physically Focused bills its personal Training clients on a pre-pay or bills as services are rendered. Bills are issued directly by Physically Focused and are due upon receipt. Physically Focused trainers work on a scheduled appointment basis. In order for us to effectively use our time we ask that clients give trainers 24-hour notice when canceling an appointment. This means a cancellation should be made at least 24 hours *before the scheduled appointment*. Personal training sessions canceled inside of 24 hours of scheduled appointment will be billed at the normal rate of a single session to the client, or clients (in case of a semi-private session.) Each Physically Focused trainer agrees with Physically Focused that she/he will train Physically Focused clients only on behalf of Physically Focused and not outside of the auspices of Physically Focused, during employment and for 24 months after Physically Focused no longer employs the trainer.

It is the policy of Physically Focused to provide refunds to the client only under the following circumstances:

- Deaths. A client's medical condition exists that make it impossible to work with the personal trainer.
(In this case a physicians written notification is required.)
- Physically Focused is unable to provide a trainer to the client due to relocation (of Client) to another city or location where Physically Focused does not have a trainer available.
- All remaining personal training sessions following a 90-day inactive period will be non refundable. Unused sessions can be transferred to another client.

Sessions unused after (1) year inactive period will no longer be honored.

I, _____ have read the aforementioned and understand and accept these policies as they relate to personal fitness training procedures with my Physically Focused personal trainer. I also agree to abide by the agreement between Physically Focused and its trainers that all fees for training services provided during and for 24 months following a trainer's employment with Physically Focused will be paid to Physically Focused.

Acknowledged and Agreed

CLIENT (Signature)
Witnessed:

DATE

TRAINER

DATE

(REPRESENTATIVE) OF PHYSICALLY FOCUSED DATE
Physically Focused 101 Glenwood Avenue, Woodside Ca 94062