

PERSONAL TRAINING SESSION SIGN-OFF

One client, one pack. Check each entry together before leaving the session.

Client: _____

Trainer: _____

Pack reference: _____

Starting sessions: _____

Purchase date: _____

Agreed expiry (if any): _____

#	Date	Entry / session type	Credits used	Sessions left	Client initials	Trainer initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

CORRECTIONS / AGREED BALANCE

Keep a readable note of corrections. Label cancellations separately from attended sessions.

Never initial for a client. Keep payment receipts and pack terms in their own records.

This is an attendance record, not a payment receipt, waiver, or new cancellation agreement.

Store privately. Give the client only their own record. Retain completed sheets for reference.