

FREELANCE CONTRACT

Replace everything in [brackets] and delete anything that doesn't apply.

1. Parties

This agreement is between [Client legal name], of [address] ("Client"), and [Contractor name], of [address] ("Contractor"). It starts on [date].

2. Services

Contractor will provide the following services: [describe the work, deliverables and formats].

Anything not listed here is outside this agreement and will be quoted separately before any work begins.

3. Timeline

Contractor will deliver [deliverables] by [date]. Client will provide [content, access, feedback] by [date].

Delays caused by late client input move the delivery date by the same amount of time.

4. Fees and payment

Client will pay Contractor a total fee of [amount and currency] for the work described above.

Payment schedule: [for example, 50% on signing and 50% on delivery]. Contractor will send an invoice for each payment, and each invoice is due [14] days after its date.

Late payments accrue interest at [1.5]% per month, or the maximum rate allowed by law if lower, from the due date until paid.

Pre-approved expenses, such as [travel, props or materials], will be reimbursed at cost within [14] days of receiving receipts.

5. Revisions and changes

The fee includes [2] rounds of revisions. Additional revisions, or changes to the agreed scope, are billed at [hourly rate] or quoted in writing before the work is done.

6. Ownership of the work

Once Client has paid in full, Contractor assigns Client all rights in the final deliverables. Contractor keeps ownership of pre-existing materials, tools and know-how, and grants Client a licence to use any of them included in the deliverables.

Contractor may show the work in their portfolio unless Client asks otherwise in writing.

7. Independent contractor

Contractor is an independent contractor, not an employee, partner or agent. Contractor controls how and when the work is done, provides their own equipment, and is responsible for their own taxes,

insurance and benefits.

8. Confidentiality

Each party will keep the other's non-public business information confidential and use it only for this agreement. This does not cover information that is already public, independently developed, or that must be disclosed by law.

9. Ending the agreement

Either party may end this agreement with [14] days' written notice. Client will pay for all work completed up to the end date, plus [a kill fee of X% of the remaining fee]. If either party seriously breaches this agreement and doesn't fix it within [10] days of notice, the other may end it immediately.

10. General

This agreement is governed by the laws of [state/country]. Any change to it must be in writing and signed by both parties.

This is the entire agreement between the parties about this work and replaces any earlier discussions. If any part is found unenforceable, the rest still applies.

11. Signatures

Client: [Name], [Title, if a company] — Signature: _____ Date: _____

Contractor: [Name] — Signature: _____ Date: _____

This template is a starting point, not legal advice. Laws differ by state and country, so have a lawyer review it for large or unusual deals.
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