Freelance Services Agreement

This agreement is made on [date] between [Client Name / Company], located at [address] ("Client"), and [Freelancer Name / Business], located at [address] ("Freelancer").

1. Services

Freelancer will provide the following services (the "Services"): [describe the work and deliverables]. Any work not listed here is outside this agreement and will be quoted separately.

2. Timeline

Work will begin on [start date] and the final deliverables will be delivered by [end date], provided Client supplies the materials and feedback described below on time.

3. Client responsibilities

Client will provide [content, access, brand assets, approvals] and will give feedback within [5] business days of each draft.

4. Fees and payment

Client will pay Freelancer [$ amount / $ per hour]. A deposit of [__]% ($[amount]) is due before work begins. The balance is due [on completion / per the milestones below]. Invoices are payable within [15] days. Late payments incur a fee of [1.5]% per month, where permitted by law.

5. Revisions

The fee includes [2] rounds of revisions. Additional revisions will be billed at $[rate] per hour.

6. Expenses

Client will reimburse pre-approved expenses, such as [stock images, fonts, travel], at cost.

7. Ownership and intellectual property

Upon full payment, Freelancer assigns to Client all rights in the final deliverables. Freelancer keeps ownership of preliminary drafts, tools and pre-existing materials, and grants Client a license to use any pre-existing materials included in the deliverables. Freelancer may display the work in a portfolio unless Client objects in writing.

8. Independent contractor

Freelancer is an independent contractor, not an employee. Freelancer controls how the work is performed, provides their own equipment and is responsible for their own taxes and insurance.

9. Confidentiality

Each party will keep the other's confidential information private and use it only for this project.

10. Termination

Either party may end this agreement with [14] days' written notice. Client will pay for all work completed up to the termination date. Deposits are non-refundable once work has begun.

11. Limitation of liability

Freelancer's total liability under this agreement will not exceed the total fees paid by Client.

12. General

This is the entire agreement between the parties and may only be changed in writing. It is governed by the laws of the State of [state].

Client

Name: Date:

Freelancer

Name: Date: