# Freelance Service Agreement

| FREELANCER | CLIENT |
| --- | --- |
| Your business name | Client name |
| Street address | Attention: contact name |
| City, State ZIP | Street address |
| Email | City, State ZIP |
| Phone | Email |
| Tax ID or registration number, if you have one | |

| Effective date | |
| --- | --- |

This template is a starting point, not legal or tax advice. Rules differ by country, state and trade. Delete this note before you send the document.

### 1. Services

The Freelancer will provide the following services to the Client: _____. That document is part of this agreement.

### 2. Deliverables and schedule

The Freelancer will deliver _____ by _____. The dates depend on the Client sending feedback and materials within _____ business days of each request. If the Client is late, the dates move by the same number of days.

### 3. Fees and payment

The Client will pay the Freelancer a fixed fee of _____. A deposit of _____ is due when this agreement is signed. The balance is due within _____ days of the Freelancer's invoice. Payment is made by _____.

### 4. Late payment

If an invoice is not paid by the due date, _____. The Freelancer may pause work until overdue amounts are paid.

### 5. Revisions and changes

The fee includes _____ rounds of revisions. Extra revisions and changes to the scope are charged at _____ per hour. The Freelancer will give a written quote before starting that work.

### 6. Expenses
The Client pays approved out-of-pocket expenses, such as stock images or fonts, at cost. The Freelancer needs the Client's written approval before spending more than _____ on one item.

### 7. Ownership of the work
When the Client has paid in full, the Client owns the final deliverables created for this project. The Freelancer keeps ownership of their tools, templates, general know-how and any material that existed before this project, and gives the Client a license to use that material as part of the deliverables. Until payment in full, the Freelancer keeps ownership of the work. The Freelancer may show the finished work in their portfolio unless the Client asks in writing not to.

### 8. Confidentiality
Each party keeps the other party's non-public information confidential and uses it only for this project. This does not apply to information that is already public, that the party already knew, or that the law requires it to disclose. This duty lasts _____ years after this agreement ends.

### 9. Independent business
The Freelancer works as an independent business and not as an employee of the Client. The Freelancer decides how, when and where to do the work, uses their own equipment, and is responsible for their own taxes and insurance. Nothing in this agreement creates a partnership or an employment relationship.

### 10. Ending this agreement
This agreement starts on the effective date and ends when the work is delivered and paid for. Either party can end it earlier with _____ days' written notice. If it ends early, the Client pays for the work done up to that date and for any costs that cannot be refunded.

### 11. Limit of liability
To the extent the law allows, the Freelancer's total liability under this agreement is limited to the fees the Client has paid for the work in question. Neither party is liable for indirect damages or lost profit.

### 12. Governing law and disputes
This agreement is governed by the laws of _____. The parties will first try to settle a dispute by talking to each other and then through _____.

### 13. Whole agreement
This agreement, together with the document named under Services, is the whole agreement between the parties. Changes must be in writing and signed by both parties. This agreement may be signed electronically and in separate copies.

## Signatures

**CLIENT**

_____

Date

**FREELANCER**

_____

Date