

FREELANCE CONTRACT

Contract No.: FC-0001

Date: [DD/MM/YYYY]

Effective date: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

FREELANCER

[Your Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax ID, if registered]

CLIENT

[Client Name]

[Company]

[Street address, City, Postcode]

[Email]

This freelance contract sets out the project, payment terms and rights agreed between the Freelancer and the Client.

1. Project Scope

The Freelancer will deliver: [Describe the project and its deliverables]. Work not listed here is out of scope and will be quoted separately.

2. Milestones and Payment

The project fee is [Currency] [Amount]. A non-refundable deposit of [30]% is due before work starts. The balance is paid by milestone:

Milestone	Deliverable	Due date	Amount
Deposit	Project booked and started	[DD/MM/YYYY]	[0.00]

Total [0.00]

Invoices are due within [14] days. Late payments may incur interest of [1.5]% per month, and the Service Provider may pause work until overdue invoices are paid.

3. Revisions

The fee includes [2] rounds of revisions per deliverable. Extra rounds are billed at [Currency] [Rate] per hour.

4. Kill Fee

If the Client cancels the project after work has started, the Client pays for all completed work plus a kill fee of [25]% of the remaining project fee.

5. Intellectual Property

Ownership of the final deliverables passes to the Client on receipt of the final payment. Until then, the Service Provider keeps ownership and grants the Client a licence to review the work.

The Service Provider keeps ownership of its pre-existing tools, code, templates and know-how, and grants the Client a non-exclusive licence to use any of them that are built into the deliverables.

6. Portfolio Rights

The Freelancer may show the finished work in a portfolio and case studies after public launch, unless the Client asks in writing for it to stay private.

7. Independent Contractor

The Service Provider works as an independent contractor, not an employee. The Service Provider is responsible for its own taxes, insurance and equipment, and decides how and when the work is done, subject to the agreed deadlines.

8. Confidentiality

Each party will keep the other party's confidential information private and use it only to perform this agreement. This does not cover information that is public, already known to the receiving party, or required to be disclosed by law. This obligation continues for [2] years after this agreement ends.

9. Term and Termination

This agreement starts on the effective date and continues until the services are completed, unless ended earlier under this clause.

Either party may end this agreement with [7] days' written notice. Either party may end it immediately if the other party seriously breaches it and does not fix the breach within [7] days of written notice.

On termination, the Client pays for all work completed up to the termination date, plus any non-refundable costs already incurred.

10. General

Governing law: this agreement is governed by the laws of [State / Country], and the courts of [City] have jurisdiction over any dispute.

Entire agreement: this document, together with any attached scope of work or proposal, is the whole agreement between the parties. Any change must be in writing and signed by both parties.

Notices: notices must be sent in writing to the email addresses above.

Signatures

By signing below, both parties agree to the terms of this agreement.

FOR FREELANCER

Name: _____

Title: _____

Signature: _____

Date: _____

FOR CLIENT

Name: _____

Title: _____

Signature: _____

Date: _____