

SIMPLE CONTRACT

Contract No.: CT-0001

Date: [DD/MM/YYYY]

Effective date: [DD/MM/YYYY]

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

SERVICE PROVIDER

[Your Business Name]

[Street address, City, Postcode]

[Email] · [Phone]

[Tax / VAT / GST registration no.]

CLIENT

[Client Name]

[Company]

[Street address, City, Postcode]

[Email]

This contract sets out the work the Service Provider will do for the Client and how it will be paid for.

1. Services

The Service Provider will provide the following services: [Describe the work in one or two sentences].

2. Timeline

Work starts on [DD/MM/YYYY] and will be delivered by [DD/MM/YYYY], provided the Client supplies any information or materials needed on time.

3. Fee and Payment

The total fee is [Currency] [Amount], payable as [50]% before work starts and [50]% on delivery. 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.

4. Changes

Work outside the services described above will be quoted separately and needs the Client's written approval before it starts.

5. Ownership

The Client owns the final deliverables once the full fee is paid. The Service Provider may show the work in its portfolio unless the Client asks otherwise in writing.

6. Ending This Contract

Either party may end this contract with [7] days' written notice. The Client pays for work completed up to that date.

7. 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 SERVICE PROVIDER

Name: _____

Title: _____

FOR CLIENT

Name: _____

Title: _____

Signature: _____

Date: _____

Signature: _____

Date: _____