



## Freelance Contract Template

### Section 1: Agreement Overview

#### 1.1 Parties Involved:

- **Freelancer Name:**
- **Client Name:**

#### 1.2 Effective Date:

- The date when the agreement comes into effect.

#### 1.3 Project Description:

- A brief description of the project or services to be provided.

### Section 2: Scope of Work

#### 2.1 Deliverables:

- Detailed list of all deliverables the freelancer is responsible for.

#### 2.2 Timeline:

- Project milestones and deadlines for each deliverable.

#### 2.3 Revisions:



- Number of revisions included and process for requesting changes.

## Section 3: Payment Terms

### 3.1 Payment Schedule:

- Breakdown of payment amounts and due dates (e.g., upfront deposit, milestone payments, final payment).

### 3.2 Payment Method:

- Accepted payment methods (e.g., bank transfer, PayPal).

### 3.3 Late Fees:

- Penalties for late payments, if applicable.

## Section 4: Confidentiality and Non-Disclosure

### 4.1 Confidential Information:

- Definition of what constitutes confidential information.

### 4.2 Obligations:

- Responsibilities of both parties to protect confidential information.

### 4.3 Duration:



- Length of time the confidentiality obligation remains in effect.

## Section 5: Intellectual Property

### 5.1 Ownership:

- Clarification on who owns the intellectual property created during the project.

### 5.2 Usage Rights:

- Permissions granted to the client regarding the use of the deliverables.

### 5.3 Moral Rights:

- Acknowledgment of the freelancer's moral rights to the work.

## Section 6: Termination

### 6.1 Termination Conditions:

- Conditions under which the contract can be terminated by either party.

### 6.2 Notice Period:

- Required notice period for termination.



### **6.3 Payment Upon Termination:**

- Payment obligations if the contract is terminated before completion.

## **Section 7: Miscellaneous**

### **7.1 Independent Contractor:**

- Statement affirming that the freelancer is an independent contractor, not an employee.

### **7.2 Governing Law:**

- Jurisdiction and laws that govern the contract.

### **7.3 Amendments:**

- Process for making amendments to the contract.

### **7.4 Dispute Resolution:**

- Methods for resolving disputes (e.g., mediation, arbitration).

## **Section 8: Signatures**

### **Freelancer:**

- Name:
- Signature:

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- Date:

## **Client:**

- Name:
- Signature:
- Date: