Freelance Services Agreement

How to use: replace everything in [brackets], delete these notes, and have both sides sign before work starts.

This agreement is between **[Your name or business name]** ("Freelancer") and **[Client name or company]** ("Client"), dated **[date]**.

1. Services. Freelancer will provide the following services: [describe the work in 2–4 sentences].

2. Deliverables. Freelancer will deliver: [list each deliverable, with file formats and quantities, e.g. "1 primary logo in SVG, PNG and PDF"].

3. Out of scope. Anything not listed above is out of scope, including [list common extras, e.g. "social media templates, printing, website updates"]. Out-of-scope work will be quoted separately before it starts.

4. Timeline. Work starts on [date] once the deposit is received. Estimated delivery is [date]. Deadlines move if Client feedback or materials arrive late.

5. Revisions. The fee includes [number] rounds of revisions. A round is one set of consolidated feedback. Extra rounds are billed at [rate].

6. Fees. The total fee is [amount and currency]. [Or: Freelancer bills [hourly rate] per hour, estimated at [hours].]

7. Payment terms. Client pays a [percentage]% deposit before work starts. The balance is due [number] days after the final invoice. Payments are made by [bank transfer / card / other].

8. Late payments. Invoices unpaid after [number] days incur a late fee of [amount or percentage, within local legal limits]. Freelancer may pause work until overdue invoices are paid.

9. Cancellation (kill fee). If Client cancels, Client pays for all work completed to date, plus [percentage]% of the remaining fee. The deposit is non-refundable.

10. Ownership. Once Client pays in full, Client owns the final deliverables. Freelancer keeps ownership of drafts, unused concepts, and any tools or templates used to make the work.

11. Portfolio use. Freelancer may show the finished work in a portfolio, unless Client asks in writing to keep it private.

12. Confidentiality. Both parties will keep each other's private business information confidential.

13. Independent contractor. Freelancer is an independent contractor, not an employee. Freelancer controls how the work is done and is responsible for their own taxes.

14. Limitation of liability. Freelancer's total liability under this agreement is limited to the fees paid.

15. Termination. Either party may end this agreement with [number] days' written notice. Client pays for work completed up to that date.

16. Governing law. This agreement is governed by the laws of [state or country].

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Signatures

By signing below, both parties agree to the terms above.

_____	_____
Freelancer signature	Client signature
Name: _____	Name: _____
Date: _____	Date: _____