

Client/Freelance Agreement

This template is to be used as guidance only. Please always ensure you take legal advice when creating contracts between yourself and any customer, supplier or client.

This agreement is made on [Date] between:

Client: [Client Name]

Freelancer: [Freelancer Name]

Project Title: [Project Name]

1. Scope of Work

The freelancer agrees to provide the following services:

[Describe the services or tasks to be completed, including specific deliverables and milestones.]

2. Payment Terms

The client agrees to pay the freelancer:

- Amount: [Total payment for the project or hourly rate]
- Payment Schedule: [e.g., 50% upfront, 50% upon completion]
- Payment Method: [Bank transfer, PayPal, etc.]

Late Fees: A late fee of [X]% will be charged for payments overdue by [X] days.

3. Timeline

The project will be completed as follows:

- Start Date: [Start Date]
- Completion Date: [End Date]

Milestones and Deadlines: [Specify deadlines for key deliverables or phases of the project.]

4. Confidentiality & Non-Disclosure

Both parties agree to maintain confidentiality regarding all sensitive information shared during the course of this agreement.

The freelancer shall not disclose any confidential or proprietary information to third parties.

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5. Intellectual Property

Ownership: [Specify who owns the intellectual property rights to the work. For example, "The client will own all rights to the work upon full payment."]

License: If applicable, explain any usage rights granted (e.g., "The freelancer retains the right to showcase the work in their portfolio.").

6. Termination & Cancellation

Either party may terminate this agreement under the following conditions:

- Notice Period: [Specify how much notice is required for termination, e.g., 14 days' notice.]
- Early Termination Fees: [Specify if any fees apply, such as for work already completed.]

Refund Policy: [Specify if the client is entitled to any refund upon termination.]

7. Dispute Resolution

In the event of a dispute, the parties agree to resolve the issue through [mediation/arbitration] in [location], and the laws of [Jurisdiction] will govern the agreement.

8. Governing Law

This agreement will be governed by the laws of [Country/Region].

9. Miscellaneous

- Amendments: Any changes to this agreement must be made in writing and signed by both parties.
- Entire Agreement: This document represents the entire agreement between the client and freelancer.

Signatures:

Client Signature: _____

Date: _____

Freelancer Signature: _____

Date: _____