

# Essential Freelancer Service Terms Agreement

**Date:** \_\_\_\_\_

This Service Agreement ("Agreement") is made between:

**Client:** \_\_\_\_\_

**Freelancer:** \_\_\_\_\_

## 1. Scope of Services

The Freelancer agrees to provide the following services:

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## 2. Deliverables & Timeline

Specific deliverables, milestones, and deadlines:

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## 3. Payment Terms

- **Fee:** \$ \_\_\_\_\_
- **Payment method:** \_\_\_\_\_
- **Due dates:** \_\_\_\_\_

## 4. Revisions & Communication

Number of included revisions: \_\_\_\_\_

Preferred method of communication: \_\_\_\_\_

## 5. Intellectual Property

Ownership and rights to deliverables (check one):

- [ ] Client owns all rights upon full payment
- [ ] Freelancer retains copyright; client has license

## 6. Confidentiality

Both parties agree to keep all project information confidential except as required by law.

## 7. Termination

Either party may terminate this Agreement by providing \_\_\_\_\_ days' written notice. Payments and delivery of work completed up to termination will still apply.

## 8. Acceptance

Both parties acknowledge and agree to the terms above.

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Client Signature

Date: \_\_\_\_\_

Freelancer Signature

Date: \_\_\_\_\_