

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:

2. Deliverables & Timeline

Specific deliverables, milestones, and deadlines:

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.

Client Signature

Date: _____

Freelancer Signature

Date: _____