

Freelance / Consulting Services Agreement

Client: [Client name]

Freelancer: [Freelancer name]

Date: [Date]

1. Services

[Freelancer name] will provide the following services to [Client name]: [describe the work in detail — e.g., "freelance graphic design services for a rebranding project, including logo, color palette, and brand guidelines."]

2. Term

This agreement begins on [Start date] and continues until the services are complete, unless terminated earlier as described below.

3. Compensation

Client will pay Freelancer at a rate of [Rate]. Invoices are due [terms, e.g., "within 15 days of receipt"].

4. Independent Contractor Status

Freelancer is an independent contractor, not an employee of Client. Freelancer is responsible for their own taxes, insurance, and benefits, and is not entitled to any employee benefits from Client.

5. Expenses

Client will reimburse pre-approved expenses reasonably incurred in performing the services, within [Number, e.g., 30] days of receiving an itemized invoice.

6. Ownership of Work

Upon full payment, all work product created specifically for Client under this agreement belongs to Client. Freelancer retains the right to display the work in their portfolio unless Client requests otherwise in writing.

7. Confidentiality

Freelancer agrees to keep Client's confidential information private and use it only to perform the services under this agreement.

8. Termination

Either party may terminate this agreement with [Number, e.g., 14] days' written notice. Client pays for all work completed through the termination date.

9. Liability

Freelancer's total liability under this agreement will not exceed the total fees paid by Client.

10. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Freelancer name] ("Freelancer")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.