

Payment Agreement Form – Freelance Services

This **payment agreement form** sample is designed specifically for freelance services, ensuring clear terms between freelancers and clients. It outlines payment schedules, rates, and conditions to prevent misunderstandings. Using this form helps protect both parties and fosters professional relationships.

1. Parties

Freelancer Name:	_____
Client Name/Company:	_____
Address:	_____
Email:	_____

2. Services Description

The Freelancer agrees to provide the following services:
(Describe services to be provided)

3. Payment Terms

Service Rate	\$_____ per hour / per project / per milestone
Payment Schedule	<ul style="list-style-type: none">• Deposit: \$_____ due upon signing• Interim Payment(s): \$_____ due on _____• Balance: \$_____ due upon completion of work
Payment Method	Bank Transfer / PayPal / Other: _____
Late Payment Terms	Payments past due will incur a late fee of ____% per week/month after due date.

4. Terms & Conditions

- Freelancer will provide services as described within the scope of this agreement.
- Client agrees to pay according to the payment schedule outlined above.
- Either party may terminate this agreement with written notice. Payment for services rendered up to the termination date shall be due.
- Deliverables remain the property of the Freelancer until full payment is received.

5. Signatures

Freelancer Signature:	_____ Date: _____
Client Signature:	_____ Date: _____