

Service Agreement Form Sample - Freelance Work

A **service agreement form sample** for freelance work outlines the terms and conditions between a freelancer and a client, ensuring clear expectations and responsibilities. This document helps protect both parties by detailing project scope, payment terms, and deadlines. Using a well-structured agreement minimizes misunderstandings and fosters professional collaboration.

Service Agreement

Freelancer Name	[Freelancer Full Name]
Client Name	[Client Full Name / Company]
Project Title	[Project Name or Description]
Start Date	[MM/DD/YYYY]
End Date	[MM/DD/YYYY or "Upon Completion"]

1. Scope of Services

The Freelancer agrees to provide the following services:
[Detailed description of work, deliverables, and milestones]

2. Payment Terms

- Total Fee: [Amount & Currency]
- Payment Schedule: [Deposit, milestones, or upon completion]
- Payment Method: [Bank transfer, PayPal, etc.]
- Late Payment: [Specify late fee or interest, if any]

3. Revisions & Changes

[Number of free revisions included. Specify fees for additional changes.]

4. Confidentiality

Both parties agree to keep all project details confidential unless written consent is given.

5. Intellectual Property

[State whether the client receives full rights, licensing, or if the freelancer retains ownership until full payment.]

6. Termination

This agreement may be terminated by either party with [X] days written notice. Payment for work completed up to the date of termination will be due.

7. Legal & Miscellaneous

- This agreement is governed by the laws of [Jurisdiction].
- Amendments must be made in writing and signed by both parties.
- If any part of this agreement is held invalid, the rest remains in effect.

Freelancer Signature

Date: _____

Client Signature

Date: _____