

Simple Contract Form for Freelance Work

This **simple contract form** sample is designed for freelance work agreements, ensuring clear terms between freelancers and clients. It covers essential details like scope, payment, and deadlines to protect both parties. Using this template streamlines the negotiation process and promotes professional collaboration.

1. Parties

Client Name	_____
Freelancer Name	_____
Date	____ / ____ / ____

2. Project Scope

Description of services to be provided:

3. Deliverables

List of deliverables and format (if any):

4. Timeline & Deadlines

Project start date: ____ / ____ / ____

Project completion date: ____ / ____ / ____

Milestones (if applicable): _____

5. Payment Terms

Total fee: \$_____

Payment method: _____

Payment schedule (e.g., 50% upfront, 50% on delivery):

6. Confidentiality (Optional)

Both parties agree to keep all project-related information confidential unless authorized in writing.

7. Additional Terms (Optional)

Signatures

Client Signature	Date	Freelancer Signature	Date

This simple contract form is intended for general guidance only and may not be legally comprehensive. For more complex projects or legal requirements, consult a qualified attorney.