

# Freelance Contract Agreement Form Sample

This **freelance contract agreement form sample** outlines clear payment terms to protect both parties involved. It ensures transparent compensation schedules and responsibilities, minimizing disputes. Use this template to establish a professional and legally sound working relationship.

## **1. Parties**

This Agreement is made between:

**Client Name:** \_\_\_\_\_

**Freelancer Name:** \_\_\_\_\_

## **2. Scope of Work**

Describe the services to be provided by the Freelancer:

\_\_\_\_\_  
\_\_\_\_\_

## **3. Payment Terms**

- **Total Project Fee:** \$ \_\_\_\_\_
- **Payment Schedule:**
  - Deposit: \$ \_\_\_\_\_ due upon signing this agreement
  - Progress Payment(s): \$ \_\_\_\_\_ due upon reaching the following milestone(s): \_\_\_\_\_
  - Final Payment: \$ \_\_\_\_\_ due upon project completion and approval by the Client
- **Late Payment Penalty:** A late fee of \_\_\_\_\_ % per week will apply for overdue payments.
- **Payment Method:** \_\_\_\_\_

## **4. Timeline & Deadlines**

Project Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Delivery milestones (if any): \_\_\_\_\_

## **5. Confidentiality & Copyright**

Any work produced under this agreement is the property of the client upon full payment. The freelancer agrees to keep all project information confidential.

## **6. Signatures**

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Freelancer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This sample is for informational purposes only and does not constitute legal advice. Please consult a legal professional before using this form.