

Freelance Contract Form Sample

This **freelance contract form sample** includes clear payment terms to protect both parties and ensure timely compensation. It outlines the scope of work, deadlines, and payment schedules to avoid misunderstandings. Use this template to create a professional agreement tailored to your freelance projects.

1. Parties

Freelancer Name:	_____
Client Name/Company:	_____
Contact Information:	_____

2. Project Description & Scope of Work

Description:

Deliverables:
â– _____
â– _____

3. Timeline & Deadlines

Milestone/Task	Due Date
First Draft	_____
Final Submission	_____

4. Payment Terms

- **Total Fee:** \$ _____
- **Payment Schedule:**
 - ____% (\$ _____) deposit upon contract signing
 - ____% (\$ _____) upon delivery of first draft
 - ____% (\$ _____) upon final approval/delivery
- **Accepted Payment Methods:** Bank transfer / PayPal / Other: _____
- **Late Payment Policy:** A late fee of ____% per week will be added to overdue payments.

5. Confidentiality & Copyright

All work produced under this agreement remains the property of the Freelancer until payment is received in full, after which all rights are transferred to the Client unless otherwise specified.

6. Termination

Either party may terminate this agreement with written notice. Payment will be made for completed milestones/deliverables up to the termination date.

7. Signatures

Freelancer Signature:	_____	Date:	_____
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Client Signature:

Date:
