

Freelance Service Agreement

A working contract between a freelancer and a client covering deliverables, deposit, payment milestones, revisions, and who owns the finished work.

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1. Parties

Names the freelancer and the client with ID or company registration details, so it is clear who owes work and who owes money.

2. Scope and deliverables

Describes exactly what will be delivered — and by exclusion, what will not — so 'just one more thing' has a boundary.

3. Price and payment schedule

States the total fee, the deposit, and when each payment is due, tied to dates or milestones rather than vague completion.

4. Revisions and extra work

Sets how many revision rounds are included and how additional requests are priced, usually at an hourly or per-item rate.

5. Timeline and client dependencies

Lists delivery dates and makes clear that deadlines shift if the client is late with content, feedback, or approvals.

6. Ownership of the work

States when the client gets rights to the finished work — typically on full payment — and what the freelancer may show in a portfolio.

7. Cancellation and kill fee

Explains what each side owes if the project is cancelled partway, so half-finished work does not go unpaid.

8. Late payment

Defines when an invoice is overdue and what follows — a late fee, paused work, or withheld files.

9. Signatures

Space for both parties to sign and date, on paper or electronically.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

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PREVIEW