

Freelance Contract Template

A plain-language freelance contract covering scope, payment, revisions, IP, confidentiality, termination, and disputes.

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What You Will Get

- **Complete freelance contract** — All essential clauses in plain language
- **Design contract variant** — Additional clauses for graphic design, web design, and videography
- **Clause-by-clause explanations** — Why each section matters and how it protects you
- **Flexible payment terms** — Sections for hourly, milestone, and retainer payment models
- **IP and ownership transfer** — Clear terms for when ownership passes to the client

1. Parties Involved

FREELANCER (SERVICE PROVIDER)	CLIENT
Legal name, business name, address, email	Company name, representative name, address, email

2. Scope of Work

DESCRIPTION OF SERVICES Detailed list of deliverables, quantities, formats, and specifications. Reference the attached SOW if applicable.
OUT OF SCOPE Explicit exclusions: what is NOT included in this contract

3. Timeline & Deliverables

START DATE

MM/DD/YYYY

END DATE

MM/DD/YYYY or “ongoing until terminated”

MILESTONES

Key dates and deliverables tied to each milestone

4. Payment Terms

PRICING MODEL

Hourly (\$X/hr) / Fixed price (\$X total) / Monthly retainer (\$X/month for Y hours)

PAYMENT SCHEDULE

50% upfront, 50% on completion / Net 15 after invoice / Monthly on the 1st

LATE PAYMENT

1.5% monthly interest on overdue balances. Work pauses after 30 days overdue.

5. Revision Policy

INCLUDED REVISIONS

2 rounds of revisions included per deliverable

ADDITIONAL REVISIONS

Billed at hourly rate via change order

6. Intellectual Property & Ownership

OWNERSHIP TRANSFER

All deliverables become the property of the Client upon full payment. Freelancer retains portfolio usage rights.

PRE-EXISTING WORK

Tools, frameworks, and templates created prior to this engagement remain the Freelancer's property. Client receives a license to use them within the deliverables.

7. Confidentiality

Both parties agree to keep confidential any proprietary information shared during the engagement. This includes business plans, client lists, pricing, and unpublished work. Obligation survives for 2 years after contract termination.

8. Termination

TERMINATION BY EITHER PARTY

Either party may terminate with 14 days written notice. Client pays for all work completed to date.

TERMINATION FOR CAUSE

Immediate termination if either party breaches a material term and fails to cure within 7 days of written notice.

9. Dispute Resolution & Signatures

DISPUTE RESOLUTION

Disputes will be resolved through mediation first, then binding arbitration under [jurisdiction] law.

SIGNATURES

Freelancer: _____ Date: _____

Client: _____ Date: _____

Tip: IP ownership is the #1 clause freelancers get wrong. Transfer ownership on payment, not on delivery.

Related Templates

- [Statement of Work Template](#) — The detailed scope document your contract references
- [Change Order Template](#) — Handle scope changes referenced in your revision policy