SERVICE AGREEMENT

This Agreement is made on [Date] between [Name], a sole trader with principal business address at [Address], hereinafter referred to as "Service Provider", and [Client Name], with a registered address at [Client Address], hereinafter referred to as "Client".

1. Scope of Services

The Service Provider agrees to perform the following services: [Insert description of services].

2. Payment Terms

The Client agrees to pay €[Amount] upon satisfactory delivery of the services. Payment will be due within [Number] days of invoice receipt.

3. Intellectual Property

All intellectual property created during the project shall remain the property of the Client upon full payment, unless otherwise agreed in writing.

4. Termination Clause

Either party may terminate this agreement with [X] days' notice in writing. Work completed up to the date of termination shall be invoiced accordingly.

5. Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of Ireland.

Date:

Signed: _____ (Service Provider)

Signed: _____ (Client)

PROJECT PROPOSAL / QUOTATION

Dear [Client Name]

Thank you for considering my freelance services. Below is a detailed proposal outlining the scope of work, timeline, and cost estimate for your project.

1. Project Overview

Description of the project: [Brief summary of the client's needs and the proposed solution].

2. Scope of Work

- Task 1: [Description]

- Task 2: [Description]

- Task 3: [Description]

Note: This scope may be adjusted based on further discussions.

3. Deliverables

- Deliverable 1: [Description and format]

- Deliverable 2: [Description and format]

4. Project Timeline

Estimated start date: [Start Date]
Estimated completion date: [End Date]

5. Pricing

Total estimated cost: €[Amount]

Breakdown:
- Task/Phase 1: €[Amount]
- Task/Phase 2: €[Amount]

6. Terms & Conditions

- This quotation is valid for 30 days from the date issued.
- A deposit of [X]% is required to begin work.
- Final payment is due upon completion before delivery of final files.
- Revisions are limited to [Number] rounds.

7. Acceptance

If you agree with the terms outlined above, please sign and return this document to proceed.

Client Signature: _____

Date: _____

TIMESHEET - WORK LOG

Client Name: _____

Project Name: _____

Week Starting: _____ / _____ / _____

Date	Start Time	End Time	Total Hours	Task Description	Billable (Yes/No)	Notes

Summary for the Week

Total Hours Worked: _____

Total Billable Hours: _____

Total Amount Due: €_____

Signature: _____

NON-DISCLOSURE AGREEMENT (NDA)

This Non-Disclosure Agreement ("Agreement") is entered into as of [Date], by and between:

Disclosing Party: [Client Name / Company Name]
Receiving Party: [Your Full Name]

1. Purpose
The Receiving Party agrees to receive Confidential Information from the Disclosing Party for the purpose of evaluating or working on a project or business relationship.

2. Definition of Confidential Information
"Confidential Information" means any non-public information disclosed by the Disclosing Party, including but not limited to business plans, data, trade secrets, software, technical materials, and customer information.

3. Obligations of the Receiving Party
The Receiving Party agrees to:
a. Keep all Confidential Information strictly confidential.
b. Not disclose it to any third party without written consent.
c. Use Confidential Information only for the purposes agreed.

4. Exceptions
The obligations above do not apply to information that:
- Was already known without breach of any NDA,
- Becomes public through no fault of the Receiving Party,
- Is it disclosed with written consent, or
- Is required to be disclosed by law (with prior notice).

5. Term
This Agreement remains in effect for two (2) years from the date of disclosure or until the Confidential Information is no longer confidential.

6. Return or Destruction
Upon request, the Receiving Party will return or destroy all Confidential Information.

7. No License
Nothing in this Agreement grants any rights in or to the Confidential Information except as expressly set out.

8. Governing Law
This Agreement shall be governed by the laws of [Your Country / Jurisdiction].

Signed
Disclosing Party   Receiving Party

Name: _____   Name: _____
Signature: _____   Signature: _____
Date: _____   Date: _____

STATEMENT OF WORK (SOW)

Project Title:
[Insert Project Name]

Client:
[Client's Full Name / Company]
[Client's Address / Contact Info]

Service Provider:
[Your Name or Business Name]
[Your Address / Contact Info]

1. Project Overview
Summary of what the project is about and the goal it intends to achieve.

2. Scope of Work
- [Task 1]
- [Task 2]
- [Task 3]

Out of scope:
- [List services NOT included]

3. Timeline & Milestones

Milestone	Deliverable	Deadline

4. Payment Terms
Total Project Cost: €[Amount]

Payment Schedule:
- 50% upfront
- 50% upon final delivery
Preferred Payment Method: [Bank Transfer / PayPal / Stripe]

5. Revisions Policy
Include how many revisions are included in the price:
Additional revisions: € [rate or conditions]

6. Confidentiality & IP Rights
- All work is confidential.
- Upon full payment, all deliverables will be owned by the client.
- Service provider retains the right to showcase work in their portfolio (unless otherwise agreed).

7. Termination Clause
- Either party may terminate the agreement with [number] days' notice.
- In such a case, the client will pay for any completed work up to the termination date.

Agreed & Signed:

Client: Service Provider:

Signature: _____   Signature: _____
Name: _____   Name: _____
Date: _____   Date: _____