Freelance Contract Agreement

1. Parties

This Freelance Contract ("Contract") is made and entered into on

Client: Samuel John

Freelancer: Ava Robinson

2. Project Description

The Client hereby engages the Freelancer to provide the following services:

Title : Task Manager website

Description
Develop a task manager (ToDo) application with reminders and priority setting.

3. Payment Terms

The Client agrees to pay the Freelancer as follows:

Budget : 5000

Total Budget (Including GST @ 18.00%):

Payment Schedule:

Installment No	Due Date	Amount
Installment 1	September 24, 2024	1000.00
Installment 2	October 3, 2024	2000.00
Installment 3	October 15, 2024	2000.00
Installment 4	October 21, 2024	900.00
Total Amount (Before GST):		5000
GST (18.00%):		900.00
Total Amount (Including GST):		5900.00

Each installment is due on the specified date. I agree to make all payments in accordance with the
schedule. Late payments may result in delays in project deliverables or termination of this Contract.

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4. Deadline and Deliverables

The Freelancer agrees to complete the project by:

Deadline: October 22, 2024

Deliverables:

- **Task Management**: Create, edit, and delete tasks related to the project.
- **Milestone Setting**: Define key milestones and their deadlines.
- **Time Tracking**: Log hours worked on tasks and projects.
- **File Sharing**: Upload and share relevant files and documents.
- **Progress Updates**: Provide regular updates on task completion and project status.
- **Communication**: Use chat functionality for real-time communication with the client.
- **Feedback Mechanism**: Receive and respond to client feedback on submitted work.
- **Budget Tracking**: Monitor expenses and budget utilization against the project budget.
- **Reporting**: Generate reports on project progress, time spent, and budget status.
- **Notifications**: Set up alerts for task deadlines, comments, and project updates.
- **Resource Allocation**: Assign additional resources or team members if needed.
- **Integration with Tools**: Connect with third-party tools for collaboration, like Google Drive or Slack.

5. Confidentiality

Both parties agree to keep all project-related information confidential and not disclose it to any third parties without prior consent.
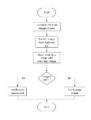
6. Termination

Either party may terminate this Contract with written notice. The Client agrees to pay for all work completed up to the termination date.

7. Acceptance

By signing below, both parties agree to the terms of this Contract and signify their intent to fulfill their respective obligations.

Client Signature

Freelancer Signature

Samuel John

Ava Robinson