



Freelance Contract

INFO

Client

Name _____

Position _____

Company _____

Office Hours:

M T W R F FROM _____ TO _____
(Circle all available)

Phone Number _____

Fax _____

Email _____

Designer

Name _____

Position _____

Company _____

Office Hours:

M T W R F FROM _____ TO _____
(Circle all available)

Phone Number _____

Fax _____

Email _____

ROLES

Client

Provide copy and/or content
Define problems of project
Define Goals of project
Provide approval & sign off

Designer

Research
Copyrighting
Concept
Coding
Production
Art Direction
Creative Direction

DATES & DELIVERABLES

DELIVERABLE A _____

Draft 1 Due Date _____

Draft 2 Due Date _____

Draft 3 Due Date _____

Deliverable B _____

Draft 1 Due Date _____

Draft 2 Due Date _____

Draft 3 Due Date _____

PROJECT INFO

Begin Date _____

End Date _____

Final Deliverable Due _____

RATES

Task A _____ hrs x \$ _____ /hr = \$ _____ Subtotal

Task B _____ hrs x \$ _____ /hr = \$ _____ Subtotal

Task C _____ hrs x \$ _____ /hr = \$ _____ Subtotal

Invoice must be paid within 15 days of receipt. All unpaid invoices will be charged a \$50 late fee.

Grand Total :\$ _____

CHANGES

Unless a flat fee is specified, the Client must assume that additions, alterations, changes in content, layout or process changes requested by the customer that have not been previously agreed upon will alter time and cost.

RIGHTS

The Designer retains ownership of the artwork including the preliminary sketches and the final product. If the Client would like to have ownership of the artwork, or if the Client would like to purchase the rights to a specific concept or design, rates may be increased accordingly.

TERMINATION

In the event there is a cancellation of this project, all rights, files, and artwork remain with the designer. If the project is canceled by the Client, the client will be billed a cancellation fee as well as expenses already incurred.

If project is terminated early, client is responsible to pay 100% for work already completed. If the project canceled by the Client, the client agrees to pay no less than 100% of the hours already billed for the project at the time of cancellation plus a flat fee of \$250 or 50% of the remaining hours that were expected to be completed on the project, whichever is greater.

If project is terminated early by the Designer, Client is responsible to pay 100% for the work already completed. However, there will not be a cancellation flat fee.

INDEMNITY CLAUSE

Client agrees that the Designer will not be liable for any damages (including, but not limited to, incidental or consequential damages), that arise from Designer's performance of this commission (including, but not limited to, failure to perform in a timely manner, regardless of whether the failure was intentional or negligent.)

ACCEPTANCE

If you accept these terms and conditions, sign your name below:

Designer Signature _____

Client Signature_____

By signing this contract _____agrees to the terms and conditions listed above

FOR ACADEMIC USE ONLY

This contract is for "Academic Practice Only" and is not a legally binding agreement.