

SERVICE AGREEMENT

Freelance / service contract • [Project name]

This Service Agreement is made on [DD Month YYYY] between:

[Client Name / Company], of [Address] (the "Client"); and

[Service Provider Name / Business], of [Address] (the "Provider").

1. Services

The Provider will deliver the following services (the "Services"): [describe the work, e.g. design and build a 5-page website with a contact form and basic SEO setup].

Deliverables: [list]. Timeline: [Start Date] to [End Date]. Milestones: [milestone 1 by Date; milestone 2 by Date].

2. Fees and payment

The Client will pay [total fee and currency / an hourly rate of amount]. Payment schedule: [50%] on signing and [50%] on delivery.

Invoices are due within [14] days. Late payments may incur a fee of [x]% per month. Expenses approved in writing in advance will be reimbursed at cost.

3. Changes to the work

The fee includes [2] rounds of revisions. Work outside the Services will be quoted separately and starts only after the Client approves it in writing.

4. Client responsibilities

The Client will provide [content, logins, brand files and feedback] within [3] working days of a request. Delays in providing these may move the timeline.

5. Ownership

On full payment, the Client owns the final deliverables. The Provider keeps its pre-existing tools, code and know-how, and may show the work in its portfolio unless the Client objects in writing.

6. Confidentiality

Each party will keep the other's non-public information confidential during and after this agreement.

7. Independent contractor

The Provider is an independent contractor, not an employee, and is responsible for its own taxes, equipment and working hours.

8. Warranty and liability

The Provider will perform the Services with reasonable skill and care and fix defects reported within [30] days of delivery at no charge. Each party's total liability under this agreement is limited to the fees paid.

9. Termination

Either party may end this agreement with [14] days' written notice. The Client will pay for work completed up to the termination date.

10. Governing law

This agreement is governed by the laws of [Country / State].

IN WITNESS WHEREOF, the parties have signed this agreement on the date first written above.

CLIENT

Signature: _____
Name: [Signatory Name]
Title: [Designation]
Date: _____

SERVICE PROVIDER

Signature: _____
Name: [Signatory Name]
Title: [Designation]
Date: _____

This template is a general starting point, not legal advice. Laws differ by country and state; have the final agreement checked by a lawyer before signing.