

FREELANCE WRITING SERVICES CONTRACT

Contract Date: _____

Project Start Date: _____

PARTIES

Writer (Service Provider):

Name: _____

Address: _____

Email: _____

Phone: _____

Client:

Name/Company: _____

Address: _____

Email: _____

Phone: _____

PROJECT DETAILS

Project Description:

Deliverables:

- ☐ Blog posts/articles (_____ words each, quantity: _____)
- ☐ Website copy (pages: _____)
- ☐ Marketing materials (specify: _____)
- ☐ Other: _____

Deadline: _____

PRICING & PAYMENT TERMS

Total Project Fee: \$_____

Payment Structure:

- ☐ Full payment upon completion
- ☐ 50% upfront, 50% upon completion
- ☐ Per milestone: _____

- [] Hourly rate: \$_____ per hour

Payment Terms:

- Invoices due within _____ days of receipt
- Late payments subject to 1.5% monthly service charge
- Payment methods accepted: _____

SCOPE OF WORK**Included Services:**

- Initial consultation and project planning
- Research and content creation
- _____ rounds of revisions included
- Basic SEO optimization (if applicable)
- Delivery in agreed format (Word doc, Google Doc, etc.)

Additional Revisions:

Beyond the included revisions, additional changes will be billed at \$_____ per hour or \$_____per revision round.

TIMELINE & DEADLINES**Project Milestones:**

- Initial draft: _____
- Revised draft: _____
- Final delivery: _____

Client Responsibilities:

- Provide necessary materials/information by: _____
- Respond to drafts within _____ business days
- Approve final deliverables by: _____

INTELLECTUAL PROPERTY & RIGHTS

Upon full payment, Client will own all rights to the completed work. Writer retains the right to use the work as portfolio samples unless otherwise specified.

Work-for-Hire: This is a work-for-hire arrangement under U.S. copyright law.

REVISION POLICY

- _____ rounds of revisions included in project fee
- Revisions must be requested within _____ days of delivery
- Major scope changes will be treated as new projects
- Additional revisions beyond included amount: \$_____ per round

CANCELLATION POLICY

Client Cancellation:

- More than 48 hours before start: Full refund of upfront payment
- Less than 48 hours or after work begins: Client pays for completed work
- After 50% completion: Full project fee due

Writer Cancellation: Writer may cancel with 48 hours notice and will refund any unearned payments.

TERMS & CONDITIONS

Communication: Primary communication via email. Response time within 1-2 business days.

File Formats: Final deliverables provided in: _____

Confidentiality: Writer agrees to maintain confidentiality of all client information and materials.

Liability: Writer's liability limited to the total project fee. Client responsible for fact-checking and final approval.

Force Majeure: Neither party liable for delays due to circumstances beyond reasonable control.

Governing Law: This contract governed by laws of _____ [State/Province].

ADDITIONAL TERMS

Rush Jobs:

Projects requiring completion in under _____ days subject to 25% rush fee.

Research-Heavy Projects:

Extensive research requirements may incur additional fees of \$_____ per hour.

Usage Rights:

- ☐ One-time use only
- ☐ Unlimited use by Client
- ☐ Exclusive rights (higher fee applies)

SIGNATURES

By signing below, both parties agree to the terms outlined in this contract.

Writer Signature: _____ **Date:** _____

Client Signature: _____ **Date:** _____

This contract becomes effective upon signature by both parties and remains in effect until all obligations are fulfilled.