SIMPLE FREELANCE AGREEMENT

(For Projects Under $500)

Agreement Date: [DATE]

Freelancer: [YOUR NAME], [YOUR EMAIL]
Client: [CLIENT NAME], [CLIENT EMAIL]

1. Project Description
[DESCRIBE WHAT YOU WILL DELIVER - BE SPECIFIC]

2. Payment Terms
Total Fee: [CURRENCY] [AMOUNT]
Payment Due: [Upon completion / 50% upfront, 50% upon delivery]
Payment Method: [PayPal / Bank Transfer / Other]

3. Timeline
Delivery Date: [DATE OR NUMBER OF DAYS]

4. Revisions
[NUMBER] rounds of revisions included. Additional revisions will be billed at [HOURLY RATE]/hour.

5. Ownership
Upon full payment, all rights to the deliverables transfer to the Client.

6. Cancellation
If the Client cancels after work has begun, payment is due for work completed to date.

7. Agreement
Both parties agree to these terms by signing below or by email confirmation.

Freelancer:
Signature: _____   Date: _____
Name: [YOUR NAME]

Client:
Signature: _____   Date: _____

Name: [CLIENT NAME]