

Freelance Client Onboarding Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

Thank you for choosing me as your freelance [insert service] provider. I am excited to collaborate with you on your upcoming project. This letter serves as our onboarding agreement to outline the terms and conditions of our working relationship.

Scope of Work

The services to be provided are as follows:

- [Insert specific service 1]
- [Insert specific service 2]
- [Insert specific service 3]

Timeline

The project is scheduled to begin on [Insert Start Date] and is to be completed by [Insert End Date].

Payment Terms

The total fee for the services rendered will be [Insert Total Fee]. A deposit of [Insert Deposit Amount] is due upon signing this agreement, with the remaining balance due upon completion.

Communication

We will communicate via [Insert preferred communication method] and will have weekly check-ins to discuss progress and feedback.

Confidentiality

Both parties agree to maintain confidentiality regarding any sensitive information shared during the course of this project.

Acceptance

If you agree to the terms outlined above, please sign below:

Client Signature: _____

Date: _____

Thank you for your trust. I look forward to a successful collaboration!

Best regards,

[Your Name]

[Your Contact Information]