

Memorandum of Understanding

Date: [Insert Date]

From: [Your Name]

To: [Client's Name]

Subject: Freelance Services Agreement

Overview

This memorandum serves as a formal agreement outlining the freelance services to be provided by [Your Name] to [Client's Name].

Services Provided

- [Service 1]
- [Service 2]
- [Service 3]

Payment Terms

The total fee for the services will be [Amount], payable according to the following schedule:

- [Payment Schedule Details]

Timeline

Services are to be completed by [Completion Date].

Confidentiality

Both parties agree to keep all information confidential and will not disclose it without the other party's consent.

Acceptance

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

[Your Name]

[Client's Name]