

# Freelance Service Delivery Guidelines

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Service Delivery Guidelines

## Introduction

Dear [Client's Name],

Thank you for choosing my services. This document outlines the guidelines for our collaboration and the delivery of services.

## Scope of Work

1. [Description of services to be provided]
2. [Delivery timelines]
3. [Revisions and feedback process]

## Communication

All communication will take place via [Preferred Communication Method, e.g., email, Slack].

Response time is expected to be within [X] hours/days during business days.

## Payment Terms

1. Total project cost: \$[Amount]
2. Payment schedule: [Milestone payments or upfront payment details]

## Confidentiality

Both parties agree to keep all project-related information confidential.

## Conclusion

I look forward to working together. Please feel free to reach out if you have any questions.

Sincerely,

[Your Name]

[Your Contact Information]