

Service Agreement for Freelance Project

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Client's Name]
[Client's Address]
[City, State, Zip]

Dear [Client's Name],

Thank you for considering me for your project. This letter serves as a service agreement for the freelance project we discussed regarding [project or service description]. Below are the terms of our agreement:

Project Scope

[Detail the specific tasks and deliverables to be provided]

Timeline

[Specify the project timeline, including start and end dates]

Payment Terms

[Outline the payment structure, including rates, deposit, and payment schedule]

Confidentiality

[Include any confidentiality obligations, if necessary]

Termination

[Specify terms for cancellation or termination of the agreement]

Please confirm your acceptance of this agreement by signing below and returning a copy to me.

Sincerely,

[Your Name]
[Your Title or Freelance Position]

Accepted by:

[Client's Name]

[Client's Title, if applicable]

Signature: _____

Date: _____