

Freelance Terms and Conditions

Dear [Client's Name],

Thank you for considering my services. Below are my terms and conditions for freelance work:

1. Scope of Work

The services provided will include [description of services]. Changes to the scope must be agreed upon in writing.

2. Payment Terms

The total fee for the project will be [amount]. A deposit of [percentage] is required before work begins, with the balance due upon completion.

3. Deadlines

All deliverables will be provided by [project deadline]. Any delays caused by the client may result in adjustments to the timeline.

4. Revisions

Included are [number] revisions. Additional revisions may incur extra charges.

5. Confidentiality

I agree to keep all client information confidential and will not disclose any details without prior written consent.

6. Termination

Either party may terminate this agreement by providing written notice. In case of termination, any work completed will be billed as per the agreement.

By signing below, you agree to the above terms and conditions.

Best regards,
[Your Name]

[Client's Name] - Date

[Your Name] - Date