

Contract Expectations for Freelance Project

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name/Company Name]

Subject: Contract Expectations for [Project Name]

Dear [Freelancer's Name],

We are excited to collaborate with you on [Project Name]. To ensure clarity and a mutual understanding of our expectations, we would like to outline the key components of our contract:

- **Scope of Work:** [Detailed description of the tasks and deliverables]
- **Timeline:** [Start date, milestones, and completion date]
- **Payment Terms:** [Agreed amount, payment schedule, and method]
- **Revisions:** [Number of revisions included and policy on additional changes]
- **Confidentiality:** [Expectations regarding non-disclosure of project details]
- **Ownership Rights:** [Clarification on intellectual property rights upon project completion]
- **Termination Clause:** [Conditions under which the contract can be terminated]

Please review these expectations and confirm your agreement. If you have any questions or require adjustments, do not hesitate to reach out.

We look forward to working together and creating something outstanding!

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]