Freelance Services Agreement

This agreement is between the Freelancer and the Client named below for the project described.

Freelancer or business name

HST number (or N/A)

Client name or company

Client contact

1. Project

Scope of work and deliverables

Start date

Deadline

Rounds of revisions included

Work beyond this scope, or extra revisions, will be quoted and agreed in writing before it starts.

2. Fees and payment

Fee: fixed price or hourly rate (before tax)

HST

Deposit due on signing

Payment schedule and terms

3. Ownership

Once the Client has paid in full, the Client owns the final deliverables, and the Freelancer assigns its copyright in them to the Client and waives its moral rights. The Freelancer keeps ownership of its pre-existing tools, templates and know-how, and may show the work in its portfolio unless the Client says no here:

Portfolio use allowed (yes/no)

4. Confidentiality, independence and general

Each party keeps the other's confidential information private. The Freelancer is an independent contractor, not an employee, and is responsible for its own taxes. Either party may end this agreement with 14 days' written notice; the Client pays for work done to that date. Each party's liability is limited to the fees paid. This agreement is governed by the laws of Ontario, and electronic signatures on it are binding.

Freelancer

Signature	Full name	Date

Client

Signature	Full name	Date