

Scope of Work Agreement

Prepared with Signathing. Roles: Client, Freelancer.

1. Parties and project

Client (name or business): _____

Freelancer (name or business): _____

Project name: _____

Start date: _____

Target completion date: _____

2. Scope

Work included (list each deliverable and what done looks like): _____

Work not included: _____

Format of final files (source files, exports, live site, document): _____

Anything not listed as included is out of scope. Work the Client asks for outside the scope is quoted separately and starts only when both parties sign a change order or a written addition to this agreement. Either party may propose a change; neither is obliged to accept one.

3. Milestones and schedule

Milestone 1 (what, due date, amount): _____

Milestone 2 (what, due date, amount): _____

Milestone 3 (what, due date, amount): _____

Dates assume the Client provides what section 5 lists on time and responds to questions and drafts within the review period. Delays on the Client's side move the schedule by at least the same number of days.

4. Revisions and acceptance

Rounds of revisions included: _____

Client review period for each draft (business days): _____

A round of revisions is one consolidated set of changes within the scope. Changes beyond the included rounds, or that change the scope, are billed at the hourly rate below. A deliverable is accepted when the Client approves it in writing or when the review period passes without a written list of issues.

5. What the Client provides

Content, access, logins, brand files and decisions the Client supplies, and by when: _____

6. Fees and payment

Total fee (\$), or hourly rate and estimated hours: _____

Deposit due at signing (\$, or 0): _____

Hourly rate for out-of-scope work (\$): _____

Payment due within (days) of invoice: _____

The deposit is non-refundable once work begins and is applied to the final invoice. Each milestone is invoiced when delivered. Late payments may carry interest at the lesser of 1.5% per month or the maximum the law allows, and the Freelancer may pause work while an invoice is overdue.

7. Ownership, credit and relationship

On full payment, the Client owns the final deliverables, including copyright in work created for the Client under this agreement. Until then the Freelancer keeps ownership and grants the Client a license to review. The Freelancer keeps pre-existing tools, templates and know-how, and may show the finished work in a portfolio unless the Client says otherwise in writing. The Freelancer is an independent contractor, not an employee, and handles their own taxes, insurance and tools.

8. Cancellation and other terms

Either party may cancel with 14 days' written notice. The Client pays for work completed and expenses committed through the cancellation date, and the Freelancer delivers work in progress that has been paid for. Each party keeps the other's non-public information confidential. Neither party is liable to the other for indirect or consequential damages, and each party's total liability is limited to the fees paid under this agreement, except for intentional wrongdoing. This is the whole agreement for the Project; changes must be in writing and signed by both.

Governing state: _____

Signatures

Client

Signature

Date

Printed name

Freelancer

Signature

Date

Printed name