

FREELANCE WORK AGREEMENT

The following is a Freelance Work Agreement (“Agreement”) between the Freelance Worker and Hiring Entity named below.

1. PARTIES

Freelance worker information:

Name:	
<i>If you do business under any other names, list them here.</i>	
Contact person (if different than above):	
Mailing Address:	
Phone number:	
Email address:	

Hiring entity information:

Name:	
Name of Business:	
Contact person (if different than above):	
Mailing Address:	
Phone number:	
Email address:	

2. SCOPE OF WORK

Freelance Worker will provide the following services or products to Hiring Entity in exchange for payment:

Services or products to be provided by Freelance Worker	Date of services or products due	Rate or amount of payment	Date(s) of payment or payments due <i>Note: If no date or mechanism for determining the payment date is provided, payment is due within 30 days of the work being completed.</i>

3. PAYMENT

Total amount (\$) to be paid to the Freelance Worker for work under the contract: \$ _____

Method of payment (check one):

- Cash
- Check
- Venmo
- Cashapp
- Zelle
- Paypal
- Quickpay
- Other

OPTIONAL SECTIONS

OPTIONAL: LATE PAYMENT

If Hiring Entity fails to submit payment on time, Freelance Worker may impose a late fee in the amount of _____ % of the total amount unpaid every month.

OPTIONAL: RETAINER

In consideration for Freelance Worker agreeing to provide services to Hiring Entity and foregoing other work opportunities, Hiring Entity agrees to pay \$_____ to Freelance Worker on _____. Hiring Entity understands that this payment is nonrefundable.

OPTIONAL: PAYMENT TERMS

Hiring Entity agrees to pay Freelance Worker the following amounts (“Installments”) on the dates listed:

Amount due	Date due
\$	
\$	
\$	
\$	

OPTIONAL: DURATION, MODIFICATION, OR TERMINATION OF AGREEMENT

This Agreement begins on the date it is signed by both parties. If both parties agree to extend, modify, or terminate this Agreement, they may do so, but only [*with a written agreement signed by both parties*] OR [*in a writing that specifically refers to this agreement*].

Upon termination, Hiring Entity will pay Freelance Worker for all work completed at that time, and for any unpaid reimbursable expenses.

OPTIONAL: CHOICE OF LAW

This Agreement and any disputes arising under it shall be governed by Illinois state law.