

[Sample] Contract for Freelance Services

[Note: this template is only a sample. It includes the information required by the Minneapolis Freelance Worker Protections Ordinance. You may use your own contract if it includes at least this information. You may include additional information. This form does not substitute for legal advice about your particular situation.]

This contract for services (“Agreement”) is between _____ (also called the “Freelancer”) and _____ (also called the “Hiring Party”).

I. PARTIES.

Information about the Freelancer (the person or business providing the services):

Name:	
Name of Business:	
Address:	
Phone # (optional):	
Email address (optional):	
Best way to contact (optional):	

Information about the Hiring Party (the person or business hiring the Freelancer):

Name:	
Name of Business (if applicable):	
Address:	
Phone # (optional):	
Email address (optional):	
Best way to contact (optional):	

II. DESCRIPTION OF SERVICES. The Freelancer will provide the following services (“the Services”) to the Hiring Party:

(Use this space to describe the work and/or deliverables that the Freelancer will provide. Include the information that is important to your agreement. This might include when and where the work will be done. If the work is described in another document, identify the other document and attach it.)

III. AMOUNT OF PAYMENT

This is how much the Hiring Party will pay the Freelance Worker for the Services:

Option 1: Total amount (\$) to be paid to the Freelance Worker: _____

(OR)

Option 2: Rate(s) and method of calculating the compensation (how many \$\$ per hour, per piece, or similar)

If Option 2, which party is responsible for tracking the hours, pieces, or other information needed to calculate the total amount due?

IV. TIMING OF PAYMENT

This is when the Hiring Party will pay the Freelance Worker:

Payment is due on this date: _____

OR

This is how the payment due date will be determined:

(for example, 45 days after the work is completed)

Method of payment (optional): Cash Check Other

If Section IV is not filled out, payment is due 30 days after the Freelancer notifies the Hiring Party that the work is complete.

[*Note: Parts I-IV are REQUIRED by the Freelance Worker Protections Ordinance. The following optional Parts may be used, but are not required. You may also add additional terms.*]

V. TERM AND AMENDMENTS (OPTIONAL)

This Agreement begins on the date it is signed by both parties and ends on _____.

If both parties agree to end this agreement early, change this agreement, or extend this agreement, they may do so, but only with a written agreement signed by both parties.

VI. ENTIRE AGREEMENT (OPTIONAL)

This Agreement, including any Attachments, represents the entire agreement between the Freelancer and the Hiring Party. Both parties' performance is limited to only those terms that are written down in this Agreement.

VII. OTHER TERMS (OPTIONAL)

Both parties agree on the following additional terms. By writing them down here, the parties agree that these are material (important) parts of their agreement:

SIGNATURES (REQUIRED)

Hiring Party Signature: _____ Date: _____

Freelance Worker Signature: _____ Date: _____