FREELANCER COMPENSATION & INVOICING AGREEMENT

1. Agreement Parties

Client Information

COMPANY / CLIENT NAME

REPRESENTATIVE NAME

ADDRESS

EMAIL ADDRESS

Contractor Information

FREELANCER / CONTRACTOR NAME

TAX ID / SSN / EIN

ADDRESS

EMAIL ADDRESS

2. Scope of Services

DESCRIPTION OF SERVICES / DELIVERABLES

3. Compensation Structure

☐ HOURLY RATE

RATE PER HOUR ($)

☐ FLAT / FIXED PROJECT FEE

TOTAL FEE AMOUNT ($)

☐ RETAINER FEE

RETAINER AMOUNT & CYCLE

☐ MILESTONE-BASED PAYMENTS

REFER TO MILESTONE TABLE BELOW

4. Milestone & Deliverable Schedule (If Applicable)

MILESTONE / DELIVERABLE DESCRIPTION	TARGET COMPLETION DATE	AMOUNT ($)

5. Invoicing and Payment Terms

INVOICING FREQUENCY (E.G., WEEKLY, MONTHLY, UPON COMPLETION)

PAYMENT NET TERMS (E.G., NET 15, NET 30)

ACCEPTED PAYMENT METHOD(S)

LATE PAYMENT PENALTY / FEE (IF APPLICABLE)

6. Acknowledgement & Signatures

By signing below, both parties acknowledge and agree to the payment terms, compensation structures, and invoicing processes outlined in this Agreement. The Contractor remains an independent entity and is responsible for all applicable local, state, and federal taxes.

CLIENT AUTHORIZED REPRESENTATIVE SIGNATURE

PRINTED NAME

DATE

CONTRACTOR / FREELANCER SIGNATURE

PRINTED NAME

DATE