FREELANCE SERVICE COMPENSATION

& Payroll Agreement Template

Independent Contractor Details

Contractor Name:

Business Name:

Tax ID / SSN / EIN:

Email Address:

Phone Number:

Client Details

Company Name:

Contact Person:

Billing Address:

Email Address:

Phone Number:

Agreement & Project Period

Effective Date:

Termination Date:

Scope of Services:

Compensation Structure

Payment Type	Rate / Fee Unit	Description / Frequency / Milestones
Hourly Rate		
Flat Project Fee		
Retainer Fee		
Other / Milestone-based		

Payroll, Invoicing & Reimbursement Terms

Compensation Ledger / Payment Schedule

Date Due	Description of Deliverable / Milestone	Amount Due	Payment Method	Status

Independent Contractor Authorized Signature

Name:
Title:
Date:

Client / Company Representative Signature

Name:
Title:
Date: