

Professional Services Agreement [Contract Date]

Job: [Brief Job Description for whom by whom.]

[A detailed description of the type of work to be done.]

[Your Name] is responsible for:

- [A bulleted list briefly describing everything for which you are responsible (i.e. Web Development – the site’s appearance, layout, page structure and SEO)]

[Your Name] IS NOT responsible for:

- [Various tasks for which it is important to clarify that you are not responsible (i.e. writing copy or content as a web developer)]

Compensation Details: [Total Price]

- As of [Contract Date] [Client’s Name] has paid [Your Name] [Insert any amount they have already paid you].
 - [Payment arrangement (i.e. “Payment in full once the contract is complete”)]
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Job Description

1. [Stage 1 Description]
 2. [Stage 2 Description]
 3. [Stage 3 Description]
 4. [etc.]
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1. [Stage 1 Description]

Complete?

[Your Name] is responsible for [A clearly worded plan that describe individual tasks and deliverables]

Target Completion Date: [Date]

2. [Stage 2 Description]

Complete?

[Your Name] is responsible for [A clearly worded plan that describe individual tasks and deliverables]

Target Completion Date: [Date]

3. [Stage 3 Description]

Complete?

[Your Name] is responsible for [A clearly worded plan that describe individual tasks and deliverables]

Target Completion Date: [Date]

Final Agreements

This contract is a legally binding agreement between [Your Name] and [Client's Name]. [Your Name] has agreed to perform all of the above tasks and [Client's Name] has agreed to pay [Your Name] [Specific Price – Amount Already Paid] to complete this job. [Restate payment arrangements]

[An agreement as to who owns the rights to what you are creating (i.e. "Once the contract is fulfilled, [Client's Name] will take 100% ownership of the website files and permissions.")]

[Terms to get out of the contract (i.e. "Should either party elect to terminate this contract for any reason, the terminating party is agrees to pay a \$200 fee to the other party.")]

[Your Name]

Date

[Client's Name]

Date