

# Sample Ethical Freelance Writing Contract

(Remember. This is just a sample. Edit and alter it for your needs.)

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**This Freelance Writing Agreement** is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20, between:

**Freelancer:** [Your Name / Business Name]

**Client:** [Client Name / Business Name]

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## Scope of Work

The freelancer agrees to provide the following deliverables:

- [e.g., 3 blog posts, 1,500 words each, SEO optimized, delivered in Google Docs format]

Includes up to [X] rounds of reasonable revisions.

Additional services outside this scope will require a separate agreement or addendum.

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## Deadlines & Delivery

- Draft delivery date(s): \_\_\_\_\_
  - Final delivery date: \_\_\_\_\_
  - Client feedback required within: \_\_\_\_ days of receipt
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## Payment Terms

- Total fee: \$\_\_\_\_\_
  - Deposit: \$\_\_\_\_\_ due upon signing
  - Balance: \$\_\_\_\_\_ due upon final delivery
  - Late payment fee: \_\_\_\_% after \_\_\_\_ days overdue
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## Intellectual Property & Usage Rights

Upon full payment:

- Client will own: [Specify rights — e.g., full copyright, unlimited usage]
  - Freelancer may: [Specify — e.g., use excerpt for portfolio, if approved]
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## **Confidentiality**

Both parties agree to protect proprietary or sensitive information shared during the project.

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## **Revisions & Scope Creep**

- Includes [X] revision rounds.
  - Major changes beyond revisions will require an additional fee.
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## **AI Use or Subcontracting Disclosure**

- Freelancer [will / will not] use AI tools or subcontractors.
  - [If applicable] Client approval obtained on: \_\_\_\_\_
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## **Dispute Resolution**

Both parties agree to attempt good-faith resolution through direct communication. If unresolved, the preferred method is: [e.g., mediation / arbitration].

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## **Signatures**

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**Freelancer Signature / Date**

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**Client Signature / Date**